

**HARDYSTON TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING AGENDA**

JUNE 11, 2019

7:00 PM – Hardyston Township Middle School Media Center

I. Call to Order

This is to advise the general public and to instruct that it be recorded in the Minutes that in compliance with Chapter 231 of the Public Law 1975, entitled, "Open Public Meetings Act," Hardyston Township Board of Education posted a meeting notice setting forth the time, date, and location of this meeting at the Office of Hardyston Township Board of Education and on the district's web site and mailed to the New Jersey Herald and to the Office of the Municipal Clerk of Hardyston Township.

II. Pledge of Allegiance

III. Roll Call

Ms. Donna Carey	present	absent	arrived at _____ p.m.
Ms. Jen Cenatiempo	present	absent	arrived at _____ p.m.
Mrs. Amie Ficacci	present	absent	arrives at _____ p.m.
Mrs. Carla Kubrin	present	absent	arrives at _____ p.m.
Mrs. Susan Lucarelli	present	absent	arrives at _____ p.m.
Mrs. Susana Pohl	present	absent	arrived at _____ p.m.
Mr. David Van Ginneken	present	absent	arrives at _____ p.m.
Mr. Nick Demsak	present	absent	arrived at _____ p.m.
Mr. Ron Hoffman	present	absent	arrives at _____ p.m.
Mr. Michael Ryder	present	absent	arrived at _____ p.m.
Mr. James Sekelsky	present	absent	arrived at _____ p.m.

Quorum confirmed: Yes No

Special Guest(s) Present: _____

Staff Member(s) Present: _____

Community Member(s) Present: _____

Other: _____

MISSION STATEMENT

The Hardyston School District together with our parents, families and community is dedicated to preparing our students for the 21st Century by providing each student with a quality education, in a safe and caring environment, which allows all students to achieve the New Jersey Core Curriculum Content Standards and Common Core State Standards at all grade levels and includes the knowledge, confidence, and self-esteem to be successful life-long learners in a culturally diverse democracy.

IV. Workshop

1. Updates to Agenda (Jim Sekelsky)
2. Committee Reports:
 - Curriculum, Programs, Educational Technology & Community Relations (Carla Kubrin)
 - Finance, Facilities and Operations & Technology Infrastructure (David Van Ginneken)
 - Personnel, Negotiations, Grievance & Policy (Donna Carey)
 - Ad Hoc Services Committee (Dave Van Ginneken)
3. Board President Update
4. Superintendent’s Report
5. Student Recognition:

May Students of the Month: (Perseverance)

- Grade K: Gino Suckiel
- Grade 1: Allyson Serfass
- Grade 2: Sierra Jenkins
- Grade 3: Colton Ali
- Grade 4: Catherine Byra
- Grade 5: Christina Carabello
- Grade 6: Preston Molnar
- Grade 7: Antonia Ficacci
- Grade 8: Helaina Stovin

6. Student Council end of year review (Emily Carey)

V. Public Comment (Board Policy #1200) (please limit to agenda items only)

“All regular and special meetings of the Hardyston Township Board of Education shall be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the district, and also need to conduct its business in an orderly and efficient manner, it shall schedule one or more periods during each meeting for public participation. Each speaker will be given a maximum of three (3) minutes per subject with a maximum of fifteen (15) minutes for all speakers on that subject. Additional segments in two-minute increments must be approved by a majority vote of the Board quorum present.

The Board President shall be responsible for recognizing all speakers, who shall properly identify themselves” (please provide name and street address).

VI. Executive Session if needed

Motion is presented by _____ and seconded by _____ that the Hardyston Township Board of Education enters private session at _____ p.m. to discuss _____, which is exempt from public participation pursuant to New Jersey Public Law 1975, Chapter 231, “Open Public Meetings Act.” Any discussion held by the Board which need not remain confidential will be made public when appropriate. Minutes of the private session will not be disclosed until the need for confidentiality no longer exists. The Board will reconvene in public session at the conclusion of the closed session.

VII. Return to Public Session

Motion to the Board of Education will return to public session at _____ p.m.

Roll Call

- Mrs. Donna Carey _____
- Mrs. Jennifer Cenatiempo _____
- Mrs. Amie Ficacci _____

Mrs. Carla Kubrin _____
 Mrs. Susan Lucarelli _____
 Mrs. Susana Pohl _____
 Mr. David Van Ginneken _____
 Mr. Nick Demsak _____
 Mr. Ron Hoffman _____

 Mr. Michael Ryder _____
 Mr. James Sekelsky _____

VIII. Old Business

O/B-1

Meeting Dates for 2018- 2019:

- June 25 – Annual Retreat
- July 9 – Regular Meeting
- August 13 – Regular Meeting

IX. New Business

X. Agenda Items:

MEETING MINUTES

1. May 14, 2019 Regular Meeting

Motion of adopt: _____ Seconded By: _____

<u>MOTION</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Carey	_____	_____	_____	_____
Cenatiempo	_____	_____	_____	_____
Ficacci	_____	_____	_____	_____
Kubrin	_____	_____	_____	_____
Lucarelli	_____	_____	_____	_____
Pohl	_____	_____	_____	_____
Van Ginneken	_____	_____	_____	_____
Demsak	_____	_____	_____	_____
Hoffman	_____	_____	_____	_____

HIB REPORT *All policies and procedures have been followed and met; report is based on the recommendation of the CSA.*

Motion to approve the HIB report as presented by the chief school administrator on 5-14-19.

Background: HIB report for 6-11-19 is located in the Executive Session folder and will be voted on at the July 9, 2019 BOE meeting (if necessary).

<u>MOTION</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Carey	_____	_____	_____	_____
Cenatiempo	_____	_____	_____	_____

Ficacci	_____	_____	_____	_____
Kubrin	_____	_____	_____	_____
Lucarelli	_____	_____	_____	_____
Pohl	_____	_____	_____	_____
Van Ginneken	_____	_____	_____	_____
Demsak	_____	_____	_____	_____
Hoffman	_____	_____	_____	_____

FINANCE

F-1

Motion to approve \$197,925.64 in transfers for the month of May 2019.

F-2

Motion to approve the Bills List for the month of May 2019 in the amount of \$1,037,398.81.

F-3

Motion to approve the Treasurer of School Monies Comparison Report for December 2018.

F-4

Motion to approve the Board Secretary’s Monthly Comparison Report for December 2018.

WHEREAS, the New Jersey Department of Education regulation N.J.A.C. 6A:23A-16.10(c)3 require local school districts to file a monthly certification of budgetary line item status,

NOW, THEREFORE, BE IT RESOLVED that the Board of Education acknowledges that James R. Sekelsky, Board Secretary, certifies the following statement: Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I, James R. Sekelsky, Board Secretary, certify that no budgetary line items accounts are over-appropriated nor over-expended for the period ending December 31, 2018.

BE IT FURTHER RESOLVED that pursuant to N.J.A.C. 6A:23A-16.10(c)4 the board of Education certifies that as of after review of the board secretary’s and treasurer’s monthly financial reports and upon consultation with the appropriate school district officials, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

F-5

Motion to approve the following fiscal year organizational items (1 - 54) reorganization agenda for approval, as required by statute:

1. Motion to approve the Code of Ethics for School Board Members subject to Statute 12-24.1, Chapter 178, Public Law 2001, Robert’s Rules of Order, and Parliamentary Procedures for all meetings of the Hardyston Township Board of Education.

2. Motion to reaffirm all past resolutions and motions previously approved by the Board of Education through January 3, 2019.

3. Motion to re-adopt all existing Board of Education policy manual, by-laws, regulations, handbooks, contractual agreements, and other legislative or regulatory action of this board hereby continued in force through June 30, 2020.

4. Motion to recognize the Hardyston Township Education Association as the official organized bargaining units representing all non-administrative contractual staff.

5. Motion to approve all curriculum, curriculum guides, 5-year curriculum review schedule through June 30, 2020, educational programs, and existing approved textbooks for the 2019-2020 school year.

6. Motion to approve the New Jersey Herald as the official newspaper and the Star Ledger and Advertiser News as the official (alternate) newspapers of the Board of Education for advertising purposes.

7. Motion to designate the SB One Bank, New Jersey Cash Management Fund, and New Jersey Asset Rebate Management Fund as the official depositories of the Board of Education for all funds.

8. Motion to authorize a petty cash fund for each school building the amount of \$250.00. The custodian of funds will be the principal of each school. Individual warrants eligible for reimbursement may not exceed \$50 per receipt. Sales tax will not be approved for reimbursement.

9. Motion to approve the chart of accounts for the budgetary process and authorizes the Superintendent of Schools and the School Business Administrator to implement the 2019-2020 school budget pursuant to applicable local and state policies and regulations.

10. Motion to authorize the School Business Administrator and Board Secretary as:

- a. Custodian of Board of Education Records for OPRA compliance**
- b. Chief Financial Officer and Investment Officer with approved depositories**
- c. Public Agency Compliance Officer (PACO)**
- d. Qualified Purchasing Agent - quote threshold \$6,000; transportation contract threshold \$18,800; all other bids threshold \$40,000**

11. Motion to appoint the Chief School Administrator as custodian of School Personnel Records for the 2019-2020 school year.

12. Motion to authorize the School Business Administrator and Board Secretary to:

- a. Maintain appropriate bonding as required by state statutes**
- b. Make telephone, wire, and electronic transactions of board funds**
- c. Invest board funds at the most advantageous rate in compliance with all state laws and regulations.**
- d. Issue advance payment and/or partial payment to facilitate district requisitions, on an as needed basis.**
- e. Audit and approve any account and demand to be paid prior to presentation to the Board.**

Any

such approval shall be presented to the Board for ratification at their next meeting as per NJSA 18A:19-4.1.

13. RESOLVED, that the Board of Education approve the following resolution authorizing the procurement of goods and services through the New Jersey state purchasing agency for the 2019-2020 school year:

WHEREAS, Title 18A:18A-10 provides that, “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property; and

WHEREAS, the Hardyston School District has the need, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the Hardyston Board of Education desires to authorize its purchasing agent for the 2019-2020 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW THEREFORE BE IT RESOLVED, that the Hardyston Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing all state contracted vendors.

14. Motion to authorize the School Business Administrator, in consultation and agreement with the Chief School Administrator, to process line item transfers in compliance with state law and regulations.

15. Motion to authorize the School Business Administrator, in consultation and agreement with the Chief School Administrator, to declare miscellaneous items no longer needed as surplus and to dispose of these items in compliance with state law and regulations.

16. Motion to approve the official signatures of the Board President, School Treasurer, and Board Secretary to sign warrants for all board funds in agreement with the signature cards approved by the Board of Education except as below:

- a. Student Activities: IAW Board Policy 3326/3326.1, the CSA and/or his designee may be authorized as sole signer of the checks drawn against the Student Activities Account.**
- b. Cafeteria Account: IAW Board Policy 3326/3326.1, the Board President and Secretary signatures are both required for checks drawn against the Cafeteria Account**

17. Motion to authorize use of a signature stamp for the Board President, Treasurer, and

Board Secretary.

18. Motion to authorize the Board President or designee to act as Board Secretary when appropriate.

19. Motion to approve the appropriate bonding of the School Business Administrator (\$200,000) and Treasurer of School Monies (\$200,000) as required by Statute.

20. Motion to approve appointment of Schenck, Price, Smith, & King as general counsel from July 1, 2019 through June 30, 2020 at the hourly rate of \$170.00 for partners and counsel, \$165.00 for associates, law clerks and paralegals at \$112.20 per hour, and adopt the following resolution:

WHEREAS, there exists a need for legal services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of "Professional Services" without competitive bids be adopted.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Hardyston Township that Schenck, Price, Smith, & King be contracted as general legal counsels for the Hardyston Board of Education for the 2019-2020 school year without competitive bidding as a "Professional Service" in accordance with 18A:18A-5 of the Public School Contracts Law and Chapter 271 political contribution disclosure form is on file with district.

21. Motion to re-appoint Nisivoccia & Company LLP as professional auditors for the Board of Education through June 30, 2020 at a cost of \$24,000 and

WHEREAS, there exists a need for auditing services; and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of "Professional Services" without competitive bids be adopted.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Hardyston Township that Nisivoccia & Company LLP be contracted as auditors for the Hardyston Board of Education for the 2019-2020 school year without competitive bidding as a "Professional Service" in accordance with 18A:18A-5 of the Public School Contracts Law and Chapter 271 political contribution disclosure form is on file with district.

22. Motion to appoint Integrity Consulting Group as designated Insurance Agent (broker of record) for Health, Prescription, and Dental benefits through June 30, 2020 and

WHEREAS, there exists a need for health insurance brokerage services; and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of "Professional Services" without competitive bids be adopted.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Hardyston Township that Integrity Consulting Group be contracted as health insurance broker of record for the Hardyston Board of Education for the 2019-2020 school year without competitive bidding as a "Professional Service" in accordance with 18A:18A-5 of the Public School Contracts Law and Chapter 271 political contribution disclosure form is on file with district.

23. Motion to appoint The Morville Agency doing business with Arthur J. Gallagher, Inc. as the Risk Management Consultant the School Alliance Insurance Fund (S.A.I.F.) for the purchase of property, casualty, liability, auto, workers compensation, and other required bonds & insurance through June 30, 2020, and

WHEREAS, there exists a need for insurance/risk management services; and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of "Professional Services" without competitive bids be adopted.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Hardyston Township that The Morville Agency be contracted as Risk Management Consultant for the Hardyston Board of Education for the 2019-2020 school year without competitive bidding as a "Professional Service" in accordance with 18A:18A-5 of the Public School Contracts Law and Chapter 271 political contribution disclosure form is on file with district.

24. Motion to appoint Architectural Firm, Parette Somjen Architects, Gregory J. Somjen, AIA, as official architects of record through June 30, 2020, at \$164 per Principal/Partner hour, \$154 for Director/Senior Associate, \$143 for Senior Project Architect/Engineer, \$122 for Project Architect/Engineer, \$102 for Senior Assistant Project Manager and

WHEREAS, there exists a need for architectural services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of "Professional Services" without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Hardyston Township that Parette Somjen Architects be contracted as official architects of record for the Hardyston Board of Education for the 2019-2020 school year without competitive bidding as a "Professional Service" in accordance with 18A:18A-5 of the Public School Contracts Law and Chapter 271 political contribution disclosure form is on file with district.

25. Motion to approve renewal of the contractual agreement with J & B Occupational Therapy, LLC, of Augusta NJ for occupational therapy and physical therapy at the rate of \$89.50 per hour, reading specialist at the rate of \$73.00 per hour, behaviorist services and consultation at the rate of \$90 per hour as required in the student's' Individual Educational Plan, and evaluations at a flat rate of \$405.00, effective July 1, 2019 through June 30, 2020. Partial funding will be provided through the IDEIA grant.

WHEREAS, there exists a need for professional therapy services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of "Professional Services" without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Hardyston Township that J & B Occupational Therapy, LLC be contracted as official therapists of record for the Hardyston Board of Education for the 2019-2020 school year without competitive bidding as a "Professional Service" in accordance with 18A:18A-5 of the Public School Contracts Law and Chapter 271 political contribution disclosure form is on file with district.

~~**26. Motion to approve renewal of the contractual agreement with The ABA Clinic, LLC of Sparta, NJ for Applied Behavior Analysis services and consultation at the rate of \$105 per hour for Direct Services as required in the student's' Individual Educational Plan effective July 1, 2018 through June 30, 2019. Partial funding will be provided through the IDEIA grant.**~~

~~**WHEREAS, there exists a need for applied behavior analysis services, and**~~

~~**WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of "Professional Services" without competitive bids be adopted:**~~

~~**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of Hardyston Township that The ABA Clinic, LLC be contracted as official therapists of record for the Hardyston Board of Education for the 2019-2020 school year without competitive bidding as a "Professional Service" in accordance with 18A:18A-5 of the Public School Contracts Law~~

~~and Chapter 271 political contribution disclosure form is on file with district.~~

27. Motion Motion to approve the appointment of David Markel, MD as School Physician through June 30, 2020, at the annual amount of \$5,000, not to exceed \$6,500 and

WHEREAS, there exists a need for medical services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of "Professional Services" without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Hardyston Township that David Markel, MD be contracted as School Physician for the Hardyston Board of Education for the 2019-2020 school year without competitive bidding as a "Professional Service" in accordance with 18A:18A-5 of the Public School Contracts Law and Chapter 271 political contribution disclosure form is on file with district.

28. Motion to re-appoint Bollinger Insurance Inc. for student accident insurance through June 30th, 2020, and

WHEREAS, there exists a need for insurance services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of "Professional Services" without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Hardyston Township that The Bollinger Insurance Inc. be contracted as Insurance Agent for student accident insurance for the Hardyston Board of Education for the 2019-2020 school year without competitive bidding as a "Professional Service" in accordance with 18A:18A-5 of the Public School Contracts Law and Chapter 271 political contribution disclosure form is on file with district.

29. Motion to approve an Interlocal Agreement with Sparta Township (Grant "Sam" Rome) to provide services to fulfill the Treasurer of School Monies responsibilities for a yearly fee of \$5,840.

30. Motion to approve and accept electronic signatures for the requisition process for the Chief School Administrator and the Business Administrator. The district uses a requisitioning software product provided by CDK Systems, Inc.

31. Motion to approve the Premium Payment Plan (consisting of the Section 125 Plan

document, and component Benefit Plans and Policies) that complies with Section 125 of the Internal Revenue Code to enable its employees to elect to pay for their share of the group health insurance on a pre-tax salary reduction basis and that the School Business Administrator of the Board is authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

32. Motion to re-confirm membership with School Health Insurance Fund for the cooperative purchase of liability and health/medical insurance through June 30, 2020 and to authorize the School Business Administrator to serve as agent of the Board.

33. Motion to approve the substitute calling service, Frontline, for the 2019-2020 school year at a cost of \$5,350.

34. Motion to approve PaySchools as the online merchant account processing platform for the 2019-2020 school year at a cost of \$1,170.

35. Motion to approve renewal of the software support agreement with CDK Computer Solutions for the district's personnel and budgetary accounting through June 30, 2020 at the rate of \$4,840 for the personnel program (\$300 for up to two additional users) and \$4,240 for the accounting program, (\$300 for two additional users) and \$2,710 for the requisition program.

36. Motion to authorize payroll deductions for Tax Sheltered Annuities, Custodial Accounts, Disability Income Protection Plans, and other depositories requested by staff with Visions Credit Union (Tri-Co Federal Credit Union), Equitable AXA, Fidelity, Lincoln Life, Metropolitan Life, N.Y. Life, T. Rowe Price, Variable Annuity Life, Vanguard Group, Unum, SBP Commercial National Bank, Sussex Bank, Colonial Life, Prudential, Ameriprise and Aflac.

37. Motion to approve renewal of the Elementary School and the Middle School as Red Cross Emergency Shelters, if needed, for the 2019-2020 school year. This agreement may be terminated with 30 days' written notice by either party.

38. Motion to approve renewal of the agreement with Sussex County Regional Cooperative effective July 1, 2019 through June 30, 2020, for transportation services for special education requirements and to seek quotes for student field trips and any other transportation as needed. The contract will be extended according to the payment schedule stated in the agreement for administrative fees and payment schedule.

39. Motion to approve membership with Sussex County Educational Services Commission, Bergen County Educational Services Commission, and Cerebral Palsy of New Jersey for services to our students as needed and identified by appropriate school administration.

40. Motion to approve the District's Comprehensive Equity Plan for the 2019-2020 school

year as previously approved and submitted to the NJ Department of Education Sussex County Office. (copy on file)

41. Motion to approve the renewal of the following maintenance contracts:

*****All amounts listed are NTE 5% (NTE =Not To Exceed). Quoted estimates exceeding 5% will be re-approved from the Board*****

<u>Vendor</u>	<u>Dates</u>	<u>Purpose</u>	<u>Amount</u>
AES - NJ Cogen	7/1/19-6/30/20	Cogeneration maintenance System	\$15,500
Arrow Elevator	7/1/19-6/30/20	Elevator	\$2,420
Automated Logic	7/1/19-6/30/20	Computer controls heat & A/C	\$5,544
Automatic Temperature Control	7/1/19-6/30/20	Pneumatic Controls	\$6,300
Butler Engineering	7/1/19-6/30/20	Boiler & A/C Chemicals Monitoring	\$2,225
Complete Security Systems	7/1/19-6/30/20	Burglar, fire & freezer alarms incl. state mandated inspections	\$6,732
Kraft Power	7/1/19-6/30/20	Emergency backup generator	\$765
Malone	7/1/19-6/30/20	Sprinkler system certification	\$3,771
McGowan	7/1/19-6/30/20	Drinking water mgmt. compliance	\$4,620

Mechanical Service Corporation	7/1/19-6/30/20	Chiller maintenance, winterization & restart	\$7,320
Natural Systems Utilities	7/1/19-6/30/20	Septic maintenance	\$11,275
On-Tech Consulting	7/1/19-6/30/20	E-rate application process	\$2,200
Agra	7/1/19-6/30/20	Drinking water testing/ compliance	\$4,265 (as needed)
Rullo & Juillet Associates, Inc.	7/1/19-6/30/20	Right to Know/AHER A PEOSH/ asbestos monitoring/ training	\$8,468
Sussex County Fire Sales & Service	7/1/19-6/30/20	Fire extinguishers & suppression system	\$1,683
Temp Master	7/1/19-6/30/20	8 Air handlers	\$4,204
Temp Master	7/1/19-6/30/20	Aerco boiler annual maintenance	\$3,300

42. Motion to renew (ratifies previous motion) the three (3) Interlocal Agreements with the Township of Hardyston for shared services of the following:

- a. **Park Maintenance for the period January 1, 2019 through December 31, 2020, at a cost of \$17,340 (Municipal fiscal year is the calendar year).**
- b. **Solid Waste and Recycling for the period January 1, 2019 through December 31, 2020, at a cost of \$11,220 (Municipal fiscal year is the calendar year), and**
- c. **to approve the continuation of the three year Commodity Resale Agreement with the Township of Hardyston for the cost of fuel at the rates authorized by the Morris County**

Cooperative Pricing Council, currently at the following rates: \$1.9226 for gasoline and \$1.8524 for diesel, plus an additional \$0.10 per gallon administrative fee, billed monthly per actual usage for the period January 1, 2019 through December 31, 2020. (Municipal fiscal year is the calendar year).

43. Motion to appoint Michael Ryder as the district’s Affirmative Action Officer, Homeless Liaison, Gender Equity Officer, and Attendance Officer, with no additional stipend, through June 30, 2020.

44. Motion to approve the non-teaching principal waiver for the 2019-2020 school year in accordance with NJAC 6:8-3.2.

45. Motion to appoint Carl Platvoet as Safety Compliance Officer, IPM Coordinator, AHERA Designee, Air Quality Designee, Chemical Hygiene Officer, and Right to Know Officer through June 30, 2020.

46. Motion to approve the third year of a five-year contract agreement (renewable annually for one additional year) with Maschio’s Food Services Inc., effective September 1, 2019 through June 30, 2020. The annual management fees will be \$8046.00 payable in ten monthly installments of \$804.60 per month, September 1, 2019 through June 30, 2020. Maschio’s guarantees a no cost or breakeven food service operation, including the management fee. In the event that program costs exceed total revenues (from all sources), Maschio’s shall be responsible for any losses (shortfalls) incurred with the following conditions: This agreement is compliant with all guidelines and regulations of the New Jersey Department of Agriculture.

****note: this motion was previously approved at the 5/14/19 Board Meeting****

47. Motion to ratify a previous renewal of the Article 16 Memorandum of Agreement Annual Addendum, effective July 1, 2019 through June 30, 2020:

The Hardyston Township Board of Education at the June 9, 2015 public meeting wishing to recognize and maintain the value of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials hereby re-adopts the Memorandum of Agreement as originally approved by this Board, without modification and authorizes the submission to the County Superintendent of Schools, the County Prosecutor, and to Law Enforcement for signatures.

48. Motion to approve the annual tuition rates for any out of district student accepted by Hardyston Township Public Schools as follows:

****based upon Cost Per Pupil from the 19-20 Budget****

<u>Program</u>	<u>Annual Tuition</u>
----------------	-----------------------

Preschool Handicapped PT	\$19,081
Preschool Handicapped FT	\$22,753
Multiple Disabled	\$57,544
Special Education, LLD	\$32,578
Kindergarten, full-day	\$14,880
Regular Education, Grades 1-5	\$16,179
Regular Education, Grades 6-8	\$16,473

49. Motion to approve the 2019-2020 payroll rates for substitute coverage as indicated:

- | | | |
|-----------|---------------------------------------|---|
| 1. | Substitute Teacher | \$ 95.00 per day |
| 2. | Substitute School Nurse | \$250.00 per day |
| 3. | Substitute Secretary | \$ 75.00 per day |
| 4. | Substitute Custodian | \$ 15.00 per hour (reg.school year only) |
| 5. | Substitute Aide | \$ 10.00 per hour |
| 6. | Bedside/Tutor/Home Instruction | \$ 33.76 per hour |
| 7. | LPN Aide | upon recommendation of CSA |

50. Motion to appoint Phoenix Advisors as Continuing Disclosure Agent at an annual fee of \$850.00 and adopt the following resolution.

WHEREAS, there exists a need for a Continuing Disclosure Agent, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of "Professional Services" without competitive bids be adopted.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Hardyston Township that Phoenix Advisors be contracted as Continuing Disclosure Agent for the Hardyston Board of Education for the 2019-2020 school year without competitive bidding as a "Professional Service" in accordance with 18A:18A-5 of the Public School Contracts Law and Chapter 271 political contribution disclosure form is on file with district.

51. Motion to appoint McManimon, Scotland & Baumann, LLC as Bond Attorney for the 2019-2020 school year and adopt the following resolution.

WHEREAS, there exists a need for legal services, and

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of "Professional Services" without competitive bids be adopted.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Hardyston Township that McManimon, Scotland & Baumann, LLC be contracted as bond attorney for the Hardyston Board of Education for the 2019-2020 school year without competitive bidding as a "Professional Service" in accordance with 18A:18A-5 of the Public School Contracts Law and Chapter 271 political contribution disclosure form is on file with district.

52. Motion to approve Hardyston Township Board of Education's District maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2019-2020 school year.

NOW, THEREFORE, BE IT RESOLVED that the Hardyston Township Board of Education hereby establishes the school district Professional Development travel maximum for the 2019-2020 school and budget year, in the amount not to exceed \$40,000 (up to \$6,765 funded through NCLB); all approved travel reimbursements paid at the prevailing OMB rate of \$.31 per mile; Regular Business travel will not exceed \$1,500 per employee per year;

BE IT FURTHER RESOLVED that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

53. Motion to approve Jennifer Cimaglia as the district's NCLB Coordinator and Title I Representative for the 2019-2020 school year with no additional compensation.

54. Motion to appoint Jodi Reinstein, as the Federal IDEIA and the N.J. State Extraordinary Aid program coordinator with no additional compensation effective through June 30, 2020. Partial salary for Ms. Reinstein will be funded through FY20 IDEA funding.

55. Motion to approve the 2019-2020 monthly regular and workshop meeting schedule at 7:00 p.m. at the Hardyston Middle School, 183 Wheatsworth Road, to be held on the second (regular) and fourth (workshop) Tuesday of each month (except as noted). The next successive Tuesday will be the alternate date if needed.

<u>Month</u>	<u>2nd Tuesday Regular</u>	<u>4th Tuesday Workshop</u>
July	9	23 No Workshop Scheduled

August	13	27 No Workshop Scheduled
September	10	24 No Workshop Scheduled
October	8	22 No Workshop Scheduled
November	12	26 No Workshop Scheduled
December	10	- No Workshop Scheduled
January 2020	14	28 Budget Workshop
February	11	25 Budget Workshop
March	10	24 Approval and Filing of Tentative Budget
April	14	28 Public Hearing and Adoption of Budget (subject to NJ State Elections)
May	12	26 No Workshop Scheduled
June	9	23 Annual Evaluation Workshop & Retreat
July	14	28 No Workshop Scheduled

ACTION ITEM(S): F-1 to F- 5

Motion to adopt: _____ Seconded By: _____

<u>MOTION</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Carey	_____	_____	_____	_____
Cenatiempo	_____	_____	_____	_____
Ficacci	_____	_____	_____	_____
Kubrin	_____	_____	_____	_____
Lucarelli	_____	_____	_____	_____
Pohl	_____	_____	_____	_____
Van Ginneken	_____	_____	_____	_____
Demsak	_____	_____	_____	_____
Hoffman	_____	_____	_____	_____

PERSONNEL

(All Personnel resolutions are based on the recommendation of the Superintendent)

P-1

Motion to approve the substitutes listed below to be placed in our substitute calling system for the 2019-2020 school year. Employment is on an emergent basis, if necessary, and contingent upon criminal history background clearance as required by P.O. 1986, C.116.

NAME	POSITION	CERTIFICATION
Kyle McKenna	Teacher/Aide	Sub Cert in process

P-2

Motion to renew the employment of Jennifer Cimaglia, Elementary School Principal, for the 2019-2020 school year, at a salary of \$114,181.

P-3

Motion to renew the employment of Robert Demeter, Middle School Vice Principal, for the 2019-2020 school year, at a salary of \$103,305.

P-4

Motion to renew the employment of Jodi Reinstein, Director of Special Education, for the 2019-2020 school year, at a salary of \$93,133.

P-5

Motion to reappoint James R. Sekelsky as tenured School Business Administrator/Board Secretary, and Director of District Facilities from July 1, 2019 through June 30, 2020, as a salary of \$132,350 and in coordination with the approval by the Executive County Superintendent.

P-6

Motion to renew the employment of Daniel Kornak, Computer Technician, for the 2019-2020 school year, at a salary of \$81,792.

P-7

Motion to renew the employment of Nicole Meyer, tenured Administrative Assistant to the Chief School Administrator, for the 2019-2020 school year, at a salary of \$58,710.

P-8

Motion to renew the employment of Dawn O’Malley, Payroll/Benefits Coordinator, for the 2019-2020 school year at a salary of \$47,380.

P-9

Motion to renew the employment of Carl Platvoet, Head Custodian at annual salary of \$65,023 and Supervisor of Building and Grounds at a stipend of \$5,500 for the 2019-2020 school year.

P-10

Motion to renew the employment of David Lenz, Head Custodian, for the 2019-2020 school year at a salary of \$62,558.

ACTION ITEM(S): P-1 – P-10

Motion to adopt: _____ Seconded By: _____

<u>MOTION</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Carey	_____	_____	_____	_____
Cenatiempo	_____	_____	_____	_____
Ficacci	_____	_____	_____	_____
Kubrin	_____	_____	_____	_____
Lucarelli	_____	_____	_____	_____
Pohl	_____	_____	_____	_____
Van Ginneken	_____	_____	_____	_____
Demsak	_____	_____	_____	_____
Hoffman	_____	_____	_____	_____

P-11

Motion to accept, with regret, the letter of resignation from Susan Verso, General Office Secretary at the elementary school, effective June 10, 2019.

P-12

Motion to approve Susan Verso as Accounts Payable Clerk/Assistant to Business Administrator, at an annual salary of \$42,000, pro-rated, effective June 10, 2019.

P-13

Motion to approve the adjustment of salary for Kia Paskas, Spanish Teacher, from BA, Step 1, to MA, Step 1, \$55,794, pro-rated.

Background: Ms. Paskas provided transcripts detailing the earned degree.

P-14

Motion to accept, with regret, the letter of resignation from Catherine Fahey, Media

Specialist/Information Technology Teacher, at the middle school, effective June 30, 2019.

Background: Mrs. Fahey will be relocating to South Carolina.

P-15

Motion to approve a disability leave of absence for Ashley McInerney, Grade 8 Resource Room Teacher, commencing on or about August 29, 2019. Mrs. McInerney intends to use 18 accumulated sick days during the disability period, ending on or about September 26, 2019 and an additional two sick days during family leave. Following the completion of the disability leave, she wishes to be placed on a leave of absence in accordance with the FMLA and NJFLA beginning on or about September 27, 2019 and end on or about December 20, 2019. Mrs. McInerney is planning on returning to her current position on January 2, 2020. She intends to apply to the State of New Jersey for the Family Leave Insurance Benefits for the maximum time period during her leave. All leaves are in accordance with current federal and state laws.

P-16

Motion to approve the following individuals for the 2019 Extended School Year Preschool Handicapped Program beginning June 24, 2019 through July 26, 2019, from 9:00 AM to 11:30 AM:

Diane Lapinski, Teacher, 3 hours per day @ current per diem rate/per hour
Lisa Napovier, Teacher, 3 hours per day @ current per diem rate/per hour
Ensle Guy, Paraprofessional, 2.5 hours per day @ \$10.00 per hour
Sandra Schmeal, Paraprofessional, 2.5 hours per day @ \$10.00 per hour
Lynn Ernst, Paraprofessional, 2.5 hours per day @ \$10.00 per hour

P-17

Motion to approve the following individuals for the 2019 Extended School Year Multiple Disability Program beginning June 24, 2019 through July 26, 2019, from 9:00 AM to 12:30 PM:

David Fencsak, Teacher, 4 hours per day @ current per diem rate/per hour
Lindsay Dunn, Paraprofessional, 3.5 hours per day @ \$10.00 per hour (1:1)
Abigail Groggaard, Paraprofessional, 3.5 hours per day @ \$10.00 per hour (1:1)
Karen Dunn, Paraprofessional, 3.5 hours per day @ \$10.00 per hour

P-18

Motion to approve the following individuals for the 2019 Extended School Year Resource Room Program beginning June 24, 2019 through July 26, 2019, from 9:00 AM to 11:30 AM:

Justine Maris, Teacher, 3 hours per day @ current per diem rate/per hour
Debbie Coltenback, Paraprofessional, 2.5 hours per day @ \$10.00 per hour
Amie Barone, Paraprofessional, 2.5 hours per day @ \$10.00 per hour
Epic Nursing Services, LPN, 2.5 hours per day + transport

P-19

Motion to approve the following individuals for the 2019 Extended School Year Preschool Handicapped and Multiple Disability Programs beginning June 24, 2019 through July 26, 2019:

Wendy Healy, Nurse 3.5 hours per day @ \$130 per day
Francesca Benvenuto, Speech, @ \$85.00 per hour

Maureen Hubbard, Speech, @ \$85.00 per hour
J&B Occupational and Physical Therapy Services @\$89.50 per hour
J&B Reading Specialist Services @\$73.00 per hour
J&B Behavioral Services @\$90.00 per hour

P-20

Motion to approve the following individuals as substitutes for the 2019 Extended School Year program:

Erin Kaegi
Edith MacMillan
Julianna Verso
Patricia Foote-Lovett (Nurse)

P-21

Motion to approve the following staff members as summer tutors at a rate of \$33.76 per hour, as outlined in the identified student IEPs (20 students):

Jenna Houghtaling
Holly Romahn
Brittney Brickner
Janet Caldera

P-22

Motion to approve the following individuals for summer 2019 custodial help commencing June 24 through on or about August 31, 2019, 40 hour work week, at an hourly rate of \$12.00:

Andy Vogel (MS) Ethan O'Malley (ES) Lynn Peterson (ES)
Rachel VanDyk (ES) Colby Rupp (ES)

P-23

Motion to approve the position of part time (.52 FTE) Math teacher at the middle school for the 2019-2020 school year, at a salary rate as outlined in the negotiated agreement.

P-24

Motion to approve a change in the 10 month Child Study Team secretary to two part time positions, FTE .6, at a salary rate as outlined in the negotiated agreement.

P-25

WHEREAS, pursuant to law, District employees may generally not be hired or appointed except by a majority vote of the full membership of the Board after recommendation by the Chief School Administrator, except in situations where the Board provides otherwise; and

WHEREAS, the Board recognizes that there may be certain instances in which the Chief School Administrator may be required to hire staff in order to fill unforeseen vacancies or on an emergent basis to address student and District needs prior to the next scheduled Board meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the Chief School Administrator to recommend and appoint a person to fill a sudden vacancy which occurs by reason of unforeseen circumstances or due to emerging District needs, when such vacancy or need arises between

scheduled Board meetings, subject to notification of such action to the Board President and ratification of that action by the Board at the next Board meeting; and be it further

RESOLVED, that the Board of Education also authorizes the Chief School Administrator to appoint, at his discretion, substitute teachers as necessary to achieve these goals, subject to the above requirements; and be it further

RESOLVED, that this authority shall remain in effect until the end of the 2019-2020 school year and shall be approved on an annual basis by the full board.

P-26

Motion to approve Peggy Van Ginneken as full time secretary, Step 5, \$33,791, effective July 1, 2019 through June 30, 2020.

Background: Mrs. Van Ginneken is currently a part time secretary at the middle school and will be filling a recently vacated full time position.

P-27

Motion to approve a part time paraprofessional position for an identified student, as per IEP, for the extended school year program, for a total of 3.5 hours per day, at a rate of \$10.00 per hour.

P-28

Motion to approve Karen Schurman as part time paraprofessional for an identified student for the extended school year program at a rate of \$10.00 per hour, 3.5 hours per day, for the period beginning June 24, 2019 through July 26, 2019.

P-29

Motion to approve the following paraprofessionals to accompany 2 identified students during the middle school Spring concert for approximately 2.25 hours at a rate of \$36.31 per hour.

Karen Dunn

Karen Schurman

Background: This is an amended motion from 5/14/19; hours were increased and staff members supervised students at the increased rate per hour.

P-30

Motion to approve the following certified staff members for student supervision for the middle school Spring concert for approximately 2.25 hours at a rate of \$36.31 per hour.

Gabrielle Pretot

Regan Dalby

Background: This is an amended motion from 5/14/19; hours were increased and staff member changed from Emilie Farrell to Gabrielle Pretot.

P-31

Motion to approve Krysten Bifano as part time Child Study Team Secretary, at an annual salary of \$15,389.34 (FTE .6), Step 1, effective September 1, 2019 through June 30, 2020, as per negotiated agreement.

P-32

Motion to approve Amy Vierzchalek as part time Child Study Team Secretary, at an annual salary of \$15,764.19 (FTE .6), Step 2, effective September 1, 2019 through June 30, 2020, as per negotiated agreement.

P-33

Motion to approve the following 6 helpers for June 19, 2019, Graduation night, for the purpose of collecting tickets, monitoring several entrances, for one hour, at an hourly rate of \$20.00 per hour.

Isabella Pagan
Mary Murphy

Maria Flaherty
Brittany Brickner

Ann Kasa
Gabrielle Pretot

ACTION ITEM(S): P-11– P-33

Motion to adopt:	_____				Seconded By:	_____			
<u>MOTION</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>					
Carey	_____	_____	_____	_____					
Cenatiempo	_____	_____	_____	_____					
Ficacci	_____	_____	_____	_____					
Kubrin	_____	_____	_____	_____					
Lucarelli	_____	_____	_____	_____					
Pohl	_____	_____	_____	_____					
Van Ginneken	_____	_____	_____	_____					
Demsak	_____	_____	_____	_____					
Hoffman	_____	_____	_____	_____					

CURRICULUM/PROGRAMS

C/P-1

Motion to approve identified children of staff members to attend Hardyston School District as outlined in board approved Policy 5118, Nonresidents, for the period September 1, 2019 through June 30, 2020.

Student ID#	Grade (19-20SY)
TBD	K
1477	1
1476	3
1435	4H
1460	4
1466	4
2	4H
1372	5

1207	7
2021403	7

C/P-2

Motion to approve the Comprehensive Equity Plan for School Years 2019-2020 through 2021-22, as attached.

C/P-3

Motion to approve the following out of district students for the 2019-2020 school year (which includes the extended school year):

<u>#</u>	<u>SCHOOL</u>	<u>TUITION</u>	
1	Inclusive Learning Academy 1395 State Route 23 South Suite 5 Butler, NJ	\$ 65,000.00	+ Transportation
2	Windsor Learning Center 234 Wanaque Avenue Pompton Lakes, NJ (180 days/2019-20 school year 30 days/ESY 2019)	\$115,200.00/10 mo. <u>\$ 19,200.00/30 days - ESY</u> \$134,400.00	+ Transportation + Transportation
1	Northern Hills Academy 10 Gail Court Sparta, NJ	\$ 48,873.00/10 mo. <u>9,536.00/ESY</u> \$ 58,409.00	+ Transportation + Transportation
1	Rolling Hills School 60 Samis Road Vernon, NJ	\$ 16,200.00 1,800.00/ESY 22,261.50 (2 Aides) 1,703.00 (FICA/2 Aides)	+ Transportation + Transportation

Related Services additional – OT – 1x/wk. @ \$50.00/session

Breakdown for (2) Aides

1:1 Aide – 2 Aides (2 - ½ day)	=	\$ 11,130.54 x 2	=	\$22,261.50
FICA	=	\$ 851.50 x 2	=	\$ 1,703.00

C/P-4

Motion to approve the following students for the 2019 summer program:

STUDENT	SALARY	SUMMER SERVICES
2	\$759.60	Summer Tutoring 3x/week-45 min (5 wks)

		\$33.76/hr (J.Houghtaling)
1	\$844.00	Summer Tutoring 5x/week-60 min (5 wks) \$33.76/hr (J.Houghtaling)
2	\$506.40	Summer Tutoring 2x/week-45 min (5 wks) \$33.76/hr (J.Houghtaling)
6	\$1519.20	Summer Tutoring 2x/week-45 min (5 wks) \$33.76/hr (H.Romahn)
5	\$1266.00	Summer Tutoring 2x/week-45 min (5 wks) \$33.76/hr (B.Brickner)
5	\$1266.00	Summer Tutoring 2x/week-45 min (5 wks) \$33.76/hr (J.Caldera)
1	\$2280.00	Reading Specialist 5x/week-60 min (5 wks) \$73/hour J & B Therapy
19	\$4251.25	Occupational Therapy 1x/week-30 min (5 wks) \$89.50/hr J & B Therapy
7	\$1566.25	Physical Therapy 1x/week-30 min (5 wks) \$89.50/hr J & B Therapy
3	\$540.00	Behaviorist 2 hours over 5 weeks \$90/hr J & B Therapy
2	\$900.00	Behaviorist 5 hours over 5 weeks \$90/hr J & B Therapy
1	\$270.00	Behaviorist 5 hours over 5 weeks \$90/hr J & B Therapy
PSD/MD/Resource	\$4250.00	Summer Speech 2.5 hrs/day 4 days/wk (5 Wks) \$85/hr (F. Benvenuto)
2	\$1275.00	Summer Speech 2x/week- 45min (5 Wks) \$85/hr (M.Hubbard)

1	\$425.00	Summer Speech 2x/week- 30 min (5 Wks) \$85/hr (M.Hubbard)
2	\$637.50	Summer Speech 1x/week- 45min (5 Wks) \$85/hr (M.Hubbard)
1	\$425.00	Summer Speech 2x/week- 30 min (5 Wks) \$85/hr (M.Hubbard)
1	\$425.00	Summer Speech 1x/week- 60 min (5 Wks) \$85/hr (M.Hubbard)

ACTION ITEM(S): C/P-1 – C/P-4

Motion to adopt: _____ Seconded By: _____

<u>MOTION</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Carey	_____	_____	_____	_____
Cenatiempo	_____	_____	_____	_____
Ficacci	_____	_____	_____	_____
Kubrin	_____	_____	_____	_____
Lucarelli	_____	_____	_____	_____
Pohl	_____	_____	_____	_____
Van Ginneken	_____	_____	_____	_____
Demsak	_____	_____	_____	_____
Hoffman	_____	_____	_____	_____

POLICY *Nothing to report*

FACILITIES/OPERATIONS *Nothing to report*

XI. Written Communication

1. Thank you note – Father John’s Animal House
2. Thank you note - Autism New Jersey

XII. Public Comment (Board Policy #1200)

“All regular and special meetings of the Hardyston Township Board of Education shall be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the district, and also need to conduct its business in an orderly and efficient manner, it shall schedule one or more periods during each meeting for public participation. Each speaker will be given a maximum of three (3) minutes per subject with a maximum of fifteen (15) minutes for all speakers on that subject. Additional segments in two-minute increments must be approved by a majority vote of the Board quorum present.

The Board President shall be responsible for recognizing all speakers, who shall properly identify themselves” (please provide name and street address).

XIII. Executive Session

A motion was presented by _____ and seconded by _____ that the Hardyston Township Board of Education enters private session at _____ p.m. to discuss _____ and, which is exempt from public participation pursuant to New Jersey Public Law 1975, Chapter 231, "Open Public Meetings Act". Any discussion held by the Board which need not remain confidential will be made public when appropriate. Minutes of the private session will not be disclosed until the need for confidentiality no longer exists. The Board will reconvene in public session at the conclusion of the closed session.

XIV. Return to Public Session – if needed

Motion to the Board of Education will return to public session at _____ p.m.

Roll Call

Mrs. Donna Carey	_____
Mrs. Jennifer Cenatiempo	_____
Mrs. Amie Ficacci	_____
Mrs. Carla Kubrin	_____
Mrs. Susan Lucarelli	_____
Mrs. Susana Pohl	_____
Mr. David Van Ginneken	_____
Mr. Nick Demsak	_____
Mr. Ron Hoffman	_____
Mr. Michael Ryder	_____
Mr. James Sekelsky	_____

Action following Executive Session if needed:

XV. Adjournment

With no further action or discussion required of the Hardyston Township Board of Education at this time, a motion was presented by _____, and seconded by _____, to adjourn the meeting at _____ p.m.