

**HARDYSTON TOWNSHIP BOARD OF EDUCATION
ANNUAL REORGANIZATION AND REGULAR MEETING AGENDA
JANUARY 7, 2025
7:00 PM – MIDDLE SCHOOL CAFETERIA**

I. CALL TO ORDER: by Board Secretary

The Business Administrator/Board Secretary, Susan Verso, will call the 2025 Reorganization Meeting of the Hardyston Board of Education to order on January 7, 2025 at 7:00 p.m.

The Business Administrator/Board Secretary, Susan Verso, will read the Open Public Meetings Act statement. **“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. SCHOOL ELECTION RESULTS:

For Three-Year (3) full term for membership on the Board of Education, Jeff Parrott, Sussex County Clerk, certified the following candidates were elected to the Hardyston Township Board of Education.

The official certified results from the Sussex County Clerk’s Office will be on file in the Hardyston Township Board Office for review.

Induction and Administration of Oath of Office to the new and re-elected Board Members (N.J.S.A.:18A:17.11) – Please rise, recite the oath of office, and sign as indicated in the presence of the Board Secretary.

- | | | |
|----|-------------------------------|--------------------------------------|
| a. | 3-year term: Danuta Carey | Board of Education Member, 2025-2027 |
| b. | 3-year term: Ronald Hoffman | Board of Education Member, 2025-2027 |
| c. | 3-year term: Clarissa Marotta | Board of Education Member, 2025-2027 |

IV. Roll Call

Mr. Anthony Alfano	present	absent	arrived at _____ p.m.
Mrs. Jean Barrett	present	absent	arrived at _____ p.m.
Mrs. Donna Carey	present	absent	arrived at _____ p.m.
Mr. Nick Demsak	present	absent	arrived at _____ p.m.
Mr. Brian Drelick	present	absent	arrived at _____ p.m.
Mr. Ron Hoffman	present	absent	arrived at _____ p.m.
Mrs. Susan Lucarelli	present	absent	arrived at _____ p.m.
Ms. Clarissa Marotta	present	absent	arrived at _____ p.m.
Mr. Edward Reinle	present	absent	arrived at _____ p.m.
Mr. Michael Ryder	present	absent	arrived at _____ p.m.
Mrs. Susan Verso	present	absent	arrived at _____ p.m.

Quorum confirmed: [] Yes [] No

Special Guest(s) Present: _____
 Staff Members Present: _____
 Community Members Present: _____
 Other: _____

V. CODE OF ETHICS FOR SCHOOL BOARD MEMBERS (School Ethics Act, Chapter 178, Public Law 2001)

18A:12-24.1 Code of Ethics for School Board Members

A school board member shall abide by the following Code of Ethics for School Board Members:

Each board member will take turns reading aloud the following statements, which is then followed by each board member affixing their signature to an affirmation statement and discussion:

1. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

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.

VI. BOARD OFFICERS AND APPOINTMENTS - School Business Administrator

Election of President of the Board:

Nominations will now be accepted for President of the Hardyston Twp. Board of Education:

1. _____ Nominated by _____
2. _____ Nominated by _____

Roll call vote to elect the President of the Board:

Alfano _____ Barrett _____ Carey _____

Demsak _____ Drelick _____ Hoffman _____

Lucarelli _____ Marotta _____ Reinle _____

President of the Board is: _____

The meeting is now turned over to the Board President.
Election of Vice President of the Board:

Nominations will now be accepted for Vice President of the Hardyston Twp Board of Education:

- 1. _____ Nominated by _____
- 2. _____ Nominated by _____

Roll call vote to elect the Vice President of the Board:

Alfano _____ Barrett _____ Carey _____

Demsak _____ Drelick _____ Hoffman _____

Lucarelli _____ Marotta _____ Reinle _____

Vice President of the Board is: _____

VII. Appointments and Delegates:

Presentation, by the President, of positions to which delegates and alternates will be appointed to the New Jersey and Sussex County School Boards Association:

NJSBA & SCSBA Delegate _____

NJSBA & SCSBA Alternate _____

Sussex Co. Ed. Services _____

VIII. Public Comment (Board Policy #1200) – Agenda “Action” Items only as indicated under Committee Reports, numbered, with “motion to” in the introduction statement.

“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 needs 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). The public comment section is for the board members to listen to the concerns of the public and take those concerns under advisement and be discussed during a committee meeting. Please note that the Board appreciates any and all comments made and welcomes the participation. (please provide name and street address).

IX. REORGANIZATION AGENDA FOR APPROVAL, AS REQUIRED BY STATUTE:

Motion to approve the following governance year organizational items (1 - 10) for approval, as required by statute:

1. Motion to renew the approved 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.

Month	2nd Tuesday Regular	4th Tuesday Workshop
January	7 Annual Reorganization	21 Budget Workshop
February	11	25 Budget Workshop
March	11 Approve Tentative Budget	25 No Workshop Scheduled
April	8 No Regular Meeting Scheduled	22 Regular Meeting and Public Hearing and Adoption of 2024-2025 Budget ***
May	13	27 No Workshop Scheduled
June	10 Regular Meeting/Annual Reorg.	24 Annual Evaluation and Retreat
July	8	22 No Workshop Scheduled
August	12	26 No Workshop Scheduled

2. 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.

3. Motion to reaffirm all past resolutions and motions previously approved by the Board of Education through December 31, 2024.

4. Motion to approve all past executive session minutes, through December 31, 2024, for review and redaction by attorney to comply with potential Open Public Records Requests.

5. Motion to re-adopt all existing Strauss Esmay 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, 2025.

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

7. Motion to approve all curriculum, curriculum guides, 5-year curriculum review schedule through June 30, 2024, educational programs, and existing approved textbooks for the 2024-2025 school year.

8. 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.

9. Motion to designate the Provident 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.

10. Motion to continue the board committee structure (with board incumbents) as listed for the 2024-2025 School year.

1. Curriculum, Programs and Educational Technology & Community Relations
2. Finance, Facilities and Operations & Technology Infrastructure
3. Personnel, Negotiations, Grievance & Policy

ACTION ITEM(S): Reorganization Items #1 - #10

Motion to accept:	_____		Seconded By:	_____	
MOTION	YES	NO	ABSTAIN	ABSENT	
Alfano	_____	_____	_____	_____	
Barrett	_____	_____	_____	_____	
Carey	_____	_____	_____	_____	
Demsak	_____	_____	_____	_____	
Drelick	_____	_____	_____	_____	
Hoffman	_____	_____	_____	_____	
Lucarelli	_____	_____	_____	_____	
Marotta	_____	_____	_____	_____	
Reinle	_____	_____	_____	_____	

X. ADJOURNMENT of Annual Reorganization Meeting

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.

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. Roll Call

Mr. Anthony Alfano	present	absent	arrived at _____ p.m.
Mrs. Jean Barrett	present	absent	arrived at _____ p.m.
Mrs. Donna Carey	present	absent	arrived at _____ p.m.
Mr. Nick Demsak	present	absent	arrived at _____ p.m.
Mr. Brian Drelick	present	absent	arrived at _____ p.m.

Mr. Ron Hoffman	present	absent	arrived at _____ p.m.
Mrs. Susan Lucarelli	present	absent	arrived at _____ p.m.
Ms. Clarissa Marotta	present	absent	arrived at _____ p.m.
Mr. Edward Reinle	present	absent	arrived at _____ p.m.

Mr. Michael Ryder	present	absent	arrived at _____ p.m.
Mrs. Susan Verso	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.

III. Workshop

1. Updates to Agenda
2. Superintendent’s Report – District Goals Update
3. **Student Recognition:**

December Students of the Month

- Kindergarten: **Liam Nelson**
- Grade 1: **Bryce Reyes**
- Grade 2: **Georgia Ondish**
- Grade 3: **Brynlee Greco**
- Grade 4: **Emeline Demeter**
- Grade 5: **Royce Codner**
- Grade 6: **Gino Grandioso**
- Grade 7: **Chloe Clapp**
- Grade 8: **Julia Khalil**
Lina Khalil

4. **National Board Recognition Month:** *New Jersey's 5,000 local school board members devote countless hours – with no compensation – to the oversight and advancement of our children's education. They play an essential role in our students' lives. They oversee 581 school districts, which in turn, operate nearly 2,500 public schools and provide educational services to nearly 1.4 million children. They set the policies for our schools and make important decisions affecting curriculum, financing and staffing.*

January 2025 is the annual School Board Recognition Month in New Jersey, a time to raise public awareness of the role and responsibilities of local boards of education and to thank your community's school board members for their efforts.

WHEREAS, *The New Jersey School Boards Association has declared January 2025 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and*

WHEREAS, *The Hardyston Board of Education is one of 581 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and*

WHEREAS, *The Hardyston Board of Education embraces the goal of high-quality education for all New Jersey public school students; and*

WHEREAS, *New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and*

WHEREAS, *New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and*

WHEREAS, *School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and*

WHEREAS, *Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and*

WHEREAS, *New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it*

RESOLVED, *That the Hardyston Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2025 as SCHOOL BOARD RECOGNITION MONTH; and be it further*

RESOLVED, *That the Hardyston Board of Education urges all New Jersey citizens to work with their local boards of education and public school staff toward the advancement of our children's education.*

6. Ethics Training (Kelly Mitchell, NJSBA)

IV. 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 needs 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). The public comment section is for the board members to listen to the concerns of the public and

take those concerns under advisement and be discussed during a committee meeting. Please note that the Board appreciates any and all comments made and welcomes the participation. (please provide name and street address).

V. 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.

VI. Return to Public Session

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

Roll Call

- Mr. Anthony Alfano _____
- Mrs. Jean Barrett _____
- Mrs. Donna Carey _____
- Mr. Nick Demsak _____
- Mr. Brian Drelick _____
- Mr. Ron Hoffman _____
- Mrs. Susan Lucarelli _____
- Ms. Clarissa Marotta _____
- Mr. Ed Reinle _____

- Mr. Michael Ryder _____
- Mrs. Susan Verso _____

Action following Executive Session if needed:

VII. Old Business

O/B-1

Meeting Dates for 2024- 2025:

- January 21 – Budget Workshop
- February 11 – Regular Meeting
- February 25 – Budget Workshop
- March 11 – Regular Meeting
- April 22 – Regular Meeting and Budget Public Hearing

VIII. New Business

IX. Agenda Items:

MEETING MINUTES

1. December 10, 2024 – Regular Meeting

Motion of adopt: _____ Seconded By: _____

<u>MOTION</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alfano	_____	_____	_____	_____

Barrett	_____	_____	_____	_____
Carey	_____	_____	_____	_____
Demsak	_____	_____	_____	_____
Drelick	_____	_____	_____	_____
Hoffman	_____	_____	_____	_____
Lucarelli	_____	_____	_____	_____
Marotta	_____	_____	_____	_____
Reinle	_____	_____	_____	_____

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

Background: HIB report for 1-7-25 is located in the Executive Session folder and will be voted on at the February 11, 2025 BOE meeting (if necessary).

<u>MOTION</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alfano	_____	_____	_____	_____
Barrett	_____	_____	_____	_____
Carey	_____	_____	_____	_____
Demsak	_____	_____	_____	_____
Drelick	_____	_____	_____	_____
Hoffman	_____	_____	_____	_____
Lucarelli	_____	_____	_____	_____
Marotta	_____	_____	_____	_____
Reinle	_____	_____	_____	_____

FINANCE

F-1

Motion to approve \$1,800 in transfers for the month of December 2024.

F-2

Motion to approve the Bills List for the month of December 2024 in the amount of \$1,388,290.47.

F-3

Motion to approve the Treasurer of School Monies Comparison Report for November 2024.

F-4

Motion to approve the Board Secretary’s Monthly Comparison Report for November 2024.

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 Susan Verso, Board Secretary, certifies the following statement: Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I, Susan Verso, Board Secretary, certify that no budgetary line items accounts are over-appropriated nor over-expended for the period ending November 30, 2024.

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.

ACTION ITEM(S): F-1 – F-4

Motion to adopt: _____ Seconded By: _____

MOTION	YES	NO	ABSTAIN	ABSENT
Alfano	_____	_____	_____	_____
Barrett	_____	_____	_____	_____
Carey	_____	_____	_____	_____
Demsak	_____	_____	_____	_____
Drelick	_____	_____	_____	_____
Hoffman	_____	_____	_____	_____
Lucarelli	_____	_____	_____	_____
Marotta	_____	_____	_____	_____
Reinle	_____	_____	_____	_____

FACILITIES/OPERATIONS *Nothing to Report*

CURRICULUM/PROGRAMS

C/P-1

Resolved to approve the following parent-paid class trip(s) for the 2024-2025 school year:

Grade	Destination	Date	Cost Per Student
2	SCMUA – Earth Day Activities, Lafayette	4/15/25	<i>Trip funded through Hardyston Township</i>
K	NJ Agricultural Learning Center, Augusta	5/30/25	\$19.00
MS Band/Choir	High Note Festival, Dorney Park, PA	6/4/25	\$110.00
Select 7-8th Students	Teen Arts Festival, SCCC, Newton	3/11/25	Budgeted Item

ACTION ITEM(S): C/P-1

Motion to adopt: _____ Seconded By: _____

MOTION	YES	NO	ABSTAIN	ABSENT
Alfano	_____	_____	_____	_____
Barrett	_____	_____	_____	_____
Carey	_____	_____	_____	_____
Demsak	_____	_____	_____	_____

Drelick	_____	_____	_____	_____
Hoffman	_____	_____	_____	_____
Lucarelli	_____	_____	_____	_____
Marotta	_____	_____	_____	_____
Reinle	_____	_____	_____	_____

PERSONNEL

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

P-1

Motion to approve Taylor Gambert as Long Term Substitute Teacher – Grade 6 Language Arts, for the period beginning January 2, 2025 through on or about February 17, 2025, at a rate of \$175.00 per day as outlined in the current negotiated agreement.

P-2

Motion to approve the following mentor for an identified provisional teacher for the period January 2, 2025 through December 30, 2025:

Ashley McInerney

P-3

Motion to appoint/re-appoint the extra-curricular coaches and advisors for the 2024/2025 school year (step amount as per negotiated agreement):

The Board of Education shall determine the requirements of and qualifications for all extracurricular positions in the district as dictated by the nature of the activity in accordance with N.J.S.A. 34:13A-23. Upon recommendation of the Superintendent, the Board shall appoint to all extracurricular assignments, those individuals who have the proper qualifications for the position and can meet the requirements of the position. In the event a qualified candidate cannot be found within the district, the Board may employ a qualified person from outside the district.

Daniel Kornak	Audio Architects Club (MS)	Stipend	\$526/15 hours
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P-4

Motion to approve the substitutes listed below to be placed on our substitute calling list for the 2024-2025 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
Ryan Scussel	Custodian	N/A

ACTION ITEM(S): P-1 – P-4

Motion to adopt: _____ Seconded By: _____

MOTION YES NO ABSTAIN ABSENT

Alfano	_____	_____	_____	_____
Barrett	_____	_____	_____	_____

Carey	_____	_____	_____	_____
Demsak	_____	_____	_____	_____
Drelick	_____	_____	_____	_____
Hoffman	_____	_____	_____	_____
Lucarelli	_____	_____	_____	_____
Marotta	_____	_____	_____	_____
Reinle	_____	_____	_____	_____

POLICY *Nothing to Report*

XI. Written Communication

XII. Public Comment (Board Policy #0167)

“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 municipality of residence).

XIII. Executive Session if needed

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

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

Roll Call

Mr. Anthony Alfano	_____
Mrs. Jean Barrett	_____
Mrs. Donna Carey	_____
Mr. Nick Demsak	_____
Mr. Brian Drelick	_____
Mr. Ron Hoffman	_____
Mrs. Susan Lucarelli	_____
Ms. Clarissa Marotta	_____
Mr. Ed Reinle	_____
Mr. Michael Ryder	_____
Mrs. Susan Verso	_____

Action following Executive Session if needed:

XV. Adjournment

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