

**READINGTON TOWNSHIP BOARD OF EDUCATION**  
Holland Brook School Board of Education Meeting Room  
Regular Meeting 4:00 p.m.  
August 30, 2016

**AGENDA**

**Call to Order by Board President- – Open Public Meetings Act – Roll Call**

This meeting is being held in compliance with the Open Public Meetings Act (NJSA 10:4-6-21) and is open to the media and public. Notices were duly posted, and the meeting was advertised in the Hunterdon County Democrat. Formal action may be taken.

**ROLL CALL:**

Christopher Allen		Wayne Doran		Ray Egbert	
William Goodwin		Anna Shinn		Melissa Szanto	
Eric Zwerling		Laura Simon		Cheryl Filler	

**Flag Salute**

**EXECUTIVE SESSION**

**Motion:**

**Second:**

**Vote:**

Motion to adopt the following Resolution:

Resolved to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss personnel grievances and an HIB matter for approximately 45 minutes at which time the Board expects to return to Public Session with possible action to be taken. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, if is not presently known when such circumstances will exist.

**RETURN TO PUBLIC SESSION**

**SUPERINTENDENT’S REPORT**

Board Self Evaluation and Training with NJSBA Associate Gwen Thornton.  
Preview of Strategic Plan 2016-2017

**OPEN TO THE PUBLIC (LIMITED TO ACTION ITEMS ON THE AGENDA)**

For members of the Readington Township School District Community who may be joining a Meeting for the first time or would like to provide comments tonight, we're sharing the Board Policy pertaining to public comments. Thank you in advance for sharing your thoughts as per the District's Policy.

**0167 PUBLIC PARTICIPATION IN BOARD MEETINGS**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public comment at every regularly scheduled meeting of the Board. Public participation shall be governed by the following rules:

1. All statements shall be directed to the presiding officer. No participant may address or question Board members individually unless directed by the presiding officer.
2. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate; Web participants will type the information in as a preface to their comments.
3. If the Board of Education is webcasting the public meeting, the "chat" feature will be on during the public comment sessions only.
4. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard and time permits.
5. In order to provide sufficient opportunity for the public to be heard, a time limit of three minutes for each participant may be observed. Webcast participants making comments via chat may only enter one 256 character comment, excluding the announcement of his/her name and place of residence, unless the presiding officer asks for clarification or further information. The President may, at his/her discretion, limit discussion on any topic.

The portion of the meeting during which the public is invited shall be limited to sixty minutes.

**CORRESPONDENCE**

**ADMINISTRATIVE REPORTS**

Motion to accept Administrative reports

**Motion:**

**Second:**

**Roll Call Vote:**

**ROLL CALL:**

Christopher Allen		Wayne Doran		Ray Egbert	
William Goodwin		Anna Shinn		Melissa Szanto	
Eric Zwerling		Laura Simon		Cheryl Filler	

**MINUTES**

Motion to adopt 2.01

**Motion:**

**Second:**

**Roll Call Vote:**

**ROLL CALL:**

Christopher Allen		Wayne Doran		Ray Egbert	
William Goodwin		Anna Shinn		Melissa Szanto	
Eric Zwerling		Laura Simon		Cheryl Filler	

2.01 Motion to approve the Meeting Minutes July 26, 2016.

**FINANCE/FACILITIES**

**Committee Report**

Motion to adopt 3.01 – 3.13

**Motion:**

**Second:**

**Roll Call Vote:**

**ROLL CALL:**

Christopher Allen		Wayne Doran		Ray Egbert	
William Goodwin		Anna Shinn		Melissa Szanto	
Eric Zwerling		Laura Simon		Cheryl Filler	

3.01 Motion to approve the **Bill List** for the period from **July 22, 2016** through **August 31, 2016** for a total amount of **\$2,716,586.09**. (Attachment 3.01)

3.02 Motion to approve **District Travel Schedule August 30, 2016** for a total amount of **\$14,093.43**. (Attachment 3.02)

3.03 Motion to approve the following **Account Transfers** 2015-16 Final Transfers for June 28, 2016 through June 30, 2016 and 2016-17 Transfers for July 1, 2016 through July 31, 2016. (Attachment 3.04-3.04c)

3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: June 30, 2016 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of June 30, 2016 no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. 18A:17-9 and 18A:22-8.1.

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**Steffi-Jo DeCasas, Board Secretary**

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of June 30, 2016 after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials that, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A23-2.11(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, and further, that we approve the Board Secretary and Treasurer's Reports subject to audit for the period ending June 30, 2016. (Attachment 3.05 & 3.05a)

3.05 Motion to adjust the annual contract with Frontline Technologies to provide additional services associated with their IEP Direct Program for the 2016-17 School Year as follows:

Document Repository Feature:	
Set Up Fee:	\$ 200.00
Annual Support/maintenance Service Fee:	\$ 441.65
504 Direct	
Set up Fee:	\$ 500.00
On Site Training:	\$1400.00
Maintenance Fee	<u>\$ 291.66</u>
Total:	<u><u>\$2833.31</u></u>

3.06 Motion to recognize the final cash donation from the Readington Township Education Foundation in the amount of \$5569.50 to support cultural arts programs in the district.

3.07 Motion to approve the following change orders for site upgrades at HBS and RMS, Top Line Construction Corporation:

CO-02	<ul style="list-style-type: none"> <li>Reconstruct an additional 611 CY of subgrade beyond the contract allowance, per the recommendation of the contractor's testing lab recommendation.</li> <li>Reconstruct an additional 158 CY of subgrade at the main driveway entrance from Readington Road, based on visual observation by the Contractor and Engineer. (contract allowance)</li> </ul>	\$12,805.00
CO-03	<ul style="list-style-type: none"> <li>Provide additional striping to delineate parking spaces at the rear of the Holland Brook School parking lot (former play area).</li> </ul>	\$475.00
CO-04	<ul style="list-style-type: none"> <li>Repair existing inlet at the northeastern corner of the Holland Brook front parking lot (dropoff loop).</li> </ul>	\$895.00
CO-05	<ul style="list-style-type: none"> <li>Reconstruct 303 CY of subgrade, per the recommendation of the Contractor's testing lab. (contract allowance)</li> </ul>	\$19,695.00

- 3.08 Motion to approve the attached list of a la carte cafeteria pricing for 2016-17. (Attachment 3.08)
- 3.09 Motion to accept Sustainable Jersey Grant Schools Health and Wellness Grant Funds in the amount of \$3,727.33 to fund a Health and Wellness Program at Readington Middle School.
- 3.10 Motion to apply for and accept a grant in the amount of \$500 from the ExxonMobil Foundation to be used for Family Science Night at Holland Brook School.
- 3.11 Motion to accept a Resolution concerning Colonial Life Voluntary Benefits:
- Readington Township Board of Education resolves to implement Colonial Life's Voluntary Guaranteed Issue Short Term Disability Insurance program. Pursuant to the meeting of August 30, 2016, the Board accepts the recommendation of the SBA to designate Colonial Life as a voluntary provider for Readington Township Board of Education. All plans will be offered at no cost to the school district through payroll deduction.
- 3.12 Resolved to approve the following 2016-17 Transportation Jointure Contracts:

<u>Host</u>	<u>Joiner</u>	<u>Route #</u>	<u>Destination</u>	<u>Cost</u>
Readington Twp.	Branchburg Twp.	CAM-R2	Stoneybrook Middle School	\$18,439.50
Readington Twp.	Branchburg Twp.		Athletic & Field Trips	\$ 56.00/hr
Branchburg Twp.	Readington Twp.	V7MID	Midland ESY	\$ 3,663.00
Branchburg Twp.	Readington Twp.	V7MID	Midland	\$21,978.00
Branchburg Twp.	Readington Twp.	BB1	RMS/HBS	\$36,879.00
Branchburg Twp.	Readington Twp.	BB2	RMS/HBS	\$36,879.00
Branchburg Twp.	Readington Twp.	BB3	RMS/HBS	\$36,879.00
Branchburg Twp.	Readington Twp.		Athletic & Field Trips	\$ 56.00/hr



- *Sudden Sea: The Great Hurricane of 1938* by R.A. Scotti (8th grade Non-Fiction unit) Level W-X
- *Ship Breaker* by Paolo Bacigalupi (8th grade Fantasy/Science Fiction unit) Level P-Q
- *Hope Solo: My Story Young Readers' Edition* by Hope Solo (8th grade Memoir unit) Level S
- *Secrets of My Hollywood Life* by Jen Calonita (Realistic Fiction 7<sup>th</sup> grade, Level Y)
- *I am the Cheese* by Robert Cormier (Realistic Fiction 7<sup>th</sup> grade, Level Z)
- *Freshman Phenom* by C.E. Butler (Realistic Fiction 7<sup>th</sup> grade, not leveled, Grades 7-9)
- *Jeremy Fink and the Meaning of Life* by Wendy Mass (Realistic Fiction 7<sup>th</sup> grade, Level X)

4.03 Motion to approve school field trips for the 2016-2017 school year. ( Attachment 4.03)

4.04 Motion to approve Danielson as Teacher, Nurse, and Counselor Evaluation Model and Marshall as Administrator Evaluation Model for 2016-17 school year.

4.05 Motion to approve the following fundraisers:

Fundraiser	School	Date	Recipient of Funds
Showcase of Music	RMS	March 30, 2017	RMS Student Activity Account – Music Department
JWPepper Fundraiser	RMS	September 19, 2016 through March 1, 2017	RMS Student Activity Account – Music Department
Birthday/Holiday Gram Fundraiser	RMS	September 2016 through June 2017	RMS Student Activity Account – Music Department

**PERSONNEL**  
**Committee Report**

Motion to adopt 5.01 – 5.19

**Motion:**

**Second:**

**Roll Call Vote:**

**ROLL CALL:**

Christopher Allen		Wayne Doran		Ray Egbert	
William Goodwin		Anna Shinn		Melissa Szanto	
Eric Zwerling		Laura Simon		Cheryl Filler	

5.01 Motion to approve the Superintendent's recommendation and appoint Substitutes for the 2016-2017 school year as listed. (Attachment 5.01)

- 5.02 Motion to accept the Superintendent's recommendation and approve the following **Substitute Teacher/Aide/Nurse** paid at the applicable substitute rates, in the Readington Township district, pending satisfactory completion of employment requirements.

Casey Fenton	Substitute Teacher/Aide
John Broten	Substitute Teacher/Aide
Melody Landon	Substitute Teacher/Aide

- 5.03 Motion to accept the following resignations:

NAME	POSITION	EFFECTIVE DATE
Cheryl DeLuca	Clerical Aide (TBS) (40-03-D4/arb)	August 2, 2016
Melanie Marconi	Special Education Aide (WHS) (30-04-D3/alu)	July 27, 2016
Melissa Hughes	Special Education Aide (TBS) 30-03-D3/avh	August 10, 2016
Michael Razzoli	Teacher/Special Ed Math (RMS) 20-01-D2/aib	August 15, 2016

- 5.04 Motion to accept the Superintendent's recommendation and approve the following Leave Replacement appointment:

Name	Position	Salary/Step	Effective Date
Jodi Clark	Special Education Teacher/5 <sup>th</sup> grade Leave Replacement Teacher (HBS) Position # 20-02-D2/aia (Non-tenure track)	Substitute per diem rate \$260/day	9/1/2016 – on or about 11/9/2016
Daniela DeFranco	Special Ed Leave Replacement Teacher (TBS) Position 20-03-D2/asm (Non-tenure track)	\$52,000	9/1/2016 – 6/30/2017
John Wilkinsen	Teacher/ 2 <sup>nd</sup> Grade Leave Replacement Teacher (TBS) 20-03-D2/acr (Non-tenure track)	\$52,000	9/1/2016 – 6/30/2017



5.05 Motion to accept the Superintendent's recommendation and approve the following appointments:

<b>Name</b>	<b>Position</b>	<b>Salary/Step</b>	<b>Effective Dates</b>
Christopher Kober (replacing Michael Roosen)	Teacher/Special Education (RMS) 20-01-D2/air	\$60,540 MA Step 4	9/1/2016 – 6/30/2017
Nancy Hara (replacing Hillary Hargraves-Dix)	Teacher/Special Education (RMS) 20-01-D2/ale	\$59,520 MA Step 2	9/1/2016 – 6/30/2017
Shelton Bryant (replacing Joseph Marsigliano)	Head Custodian (TBS) 70-03-D5/apj	\$41,913 Custodian Step 4	8/9/2016 – 6/30/2017
Nicole Morelli (replacing Barbara Hagan)	Teacher/First Grade (WHS) 20-04-D2/adk	\$54,320 B Step 2	9/1/2016 – 6/30/2017
Kaitlyn Jones (replacing Alissa Buelow)	Teacher/Kndgtn (TBS) 20-03-D2/afx	\$54,320 B Step 2	9/1/2016 – 6/30/2017
Catherine Patrick (replacing Melissa Hughes)	Instructional Aide (HBS transfer from TBS) 30-03-D3/avh	\$22,377 Aide C Step 4	9/1/2016 – 6/30/2017
Anna Albano (new position)	Kindergarten Aide (WHS) 30-04-D3/aze	\$21,788.78 Aide C Step 2	9/1/2016 – 6/30/2017
Kristen Apple	Special Education Aide (WHS)	\$23,024.11 Aide C Step 6	9/1/2016 – 6/30/2017
John Fortunato (replacing Justin Bentzinger)	Support Technician (BOE) 15-05-D3/amj	\$41,000	9/19/2016 - 6/30/2017
John Rini (replacing Elaine Smith)	Teacher/Special Ed (RMS) 20-01-D2/aho	\$54,320 B Step 2	9/1/2016 – 6/30/2017
Lynn Trogani (replacing Cheryl DeLuca)	Clerical Aide (TBS) 40-03-D4/arb	\$27,645	9/1/2016 – 6/30/2017

5.06 Motion to temporarily increase the hours for Noelle Henderson, TBS Teacher/Intervention 20-03-D2/afu, from .5 to full time to provide coverage for TBS Intervention position 20-03-D2/aft, effective September 1, 2016 to January 27, 2017.

5.07 Motion to correct the hourly rate for Patricia Hunt, Social Skills ESY hourly rate teacher to \$44.50, reflecting Step 1 MA of the teachers' guide, retroactive to June 27, 2016.

- 5.08 Motion to accept the Superintendent's recommendation and appoint Jonathan Nakonechy as part-time (0.04) Physical Education teacher at Holland Brook School, 20-03-D3/azf, at an annual salary of \$1234.92 (prorated) and to adjust his appointment as classroom aide to (.96).
- 5.09 Motion to appoint Jodi Betterman, Energy Coordinator, for the 2016-17 School Year at an hourly rate of \$ 30 not to exceed 20 hours per week.
- 5.10 Motion to approve Kimberly Hunkele as the bus aide for student S-197 for the 2016 - 2017 school year, one hour per day, 181 days, at an hourly rate of \$10.79, step 3.
- 5.11 Motion to approve the following mentors for the 2016-2017 school year as follows:

<b>New Staff Member</b>	<b>School/Position</b>	<b>Mentor</b>
Canonico, Allison	TBS/Pre-School Teacher	Robb, Caroline
DeFranco, Daniela	TBS/Special Education Teacher	Heller, Jennifer
Grocholske, Megan	RMS/Math Teacher	Hendershot, Carey-Anne
Hara, Nancy	RMS/Special Education Teacher	Poroski, Kristin
Olivero, Brighth	RMS/Spanish Teacher	Fernandez, Jose
Stewart, Alison	HBS/G&T	Kovacs, Linda
Wilkinson, John	TBS/2 <sup>nd</sup> Grade	Dearstyne, Sarah

- 5.12 Motion to accept the Superintendent's recommendation and approve stipends for the following teachers facilitating courses for the Readington Township 2016 Summer Teacher Academy Program:

<b>Staff Member</b>	<b>School</b>	<b>Teacher Academy Course</b>	<b>Stipend</b>
Mirsky, Shaina	RMS	Google Sites – The Basics	\$270

- 5.13 Motion to accept the Superintendent's recommendation and approve the following position control changes and designated transfers for the 2016-2017 school year.

Kate Kehoe	Transfer From: To:	20-01-D2/ahf 20-03-D2/aft	(RMS) Teacher/Interv. (TBS) .5 Teacher/Interv.
Jennifer Smith	Transfer From: To:	20-01-D2/aex 20-01-D2/aev	(RMS) 7 <sup>th</sup> Teacher/LA (RMS) 6 <sup>th</sup> Teacher/LA
Shaina Mirsky	Transfer From: To:	20-01-D2/aev 20-01-D2/aes	(RMS) 6 <sup>th</sup> Teacher/LA (RMS) 8 <sup>th</sup> Teacher/LA
Janet Howard	Transfer From: To:	20-01-D2/aes 20-01-D2/aex	(RMS) 8 <sup>th</sup> Teacher/LA (RMS) 7 <sup>th</sup> Teacher/LA
Cherri Matteo	Transfer From: To:	20-02-D2/abz 20-04-D2/ajj	(HBS) Teacher/4 <sup>th</sup> (WHS) Teacher/2 <sup>nd</sup>
Mary Padavano	Transfer From: To:	20-01-D2/afd 20-02-D2/abt	(RMS) Teacher/LA (HBS) Teacher/5 <sup>th</sup>
Caroline Robb	Transfer From: To:	20-03-D2/aft 20-03-D2/aim	(TBS) .5 Teacher/Interv. (TBS) Teachr/Presch. (full-time)
Michael Roosen	Transfer From: To:	20-01-D2/air 20-02-D2/aiv	(RMS) Teacher/Spec ed (HBS) Teacher/spec ed
Deanna Simonetti	Transfer From: To:	20-02-D2/aiv 20-04-D2/ahy	(HBS) Teacher/Spec ed (WHS)Teacher/Spec ed
Alissa Buelow	Transfer From: To:	20-03-D2/axf 20-02-D2/ahy	(TBS) Teacher/Kdg. (HBS) Teacher/4 <sup>th</sup>
Patricia Lamberta	Transfer From: To:	30-03-D3/avx 30-03-D3/ayo	(TBS) .5 Special Ed Aide (TBS) Kindergarten Aide
Angela Lott	Transfer From: To:	30-03-D3/akz 30-03-D3/azd	(TBS) Special Ed Aide (TBS) Kindergarten Aide
Antoinette Riordan	Transfer From: To:	50-02-D4/amq 50-01-D4/amw	(HBS) Clerical Aide (RMS) Clerical Aide
Debra Vasnelis	Transfer From: To:	50-01-D4/amw 50-01-D4/amq	(RMS) Clerical Aide (HBS) Clerical Aide
Hilary Hargraves-Dix	Transfer From: To:	20-01-D2/ale 20-03-01/azg	(RMS) Teacher/Spec. Ed (TBS) Teacher/Spec. Ed
	Delete	40-02-D3/ako	(HBS) Café Aide
	Delete	40-02-D3/aks	(HBS) Café Aide
	Delete	20-01-D2/afd	(RMS) Teacher/LA
	Delete	20-01-D2/axe	(RMS) .4 Teacher/ Language
	Delete	20-03-D2/ayl	(HBS) .2 Teacher/PE
	Delete	20-03-D2/aym	(TBS) .2 Teacher/PE
	Delete	20-04-D2/ayn	(WHS).6 Teacher/PE
	Delete	20-03-D2/aig	(TBS) Teacher/Spec.Ed
	Delete	20-01-D2/afw	(RMS) Teacher/Art
	Delete	20-04-D2/avf	(WHS).48 School Nurse
	Delete	20-04-D2/axb	(WHS).70 School Nurse
	Delete	40-01-D3/akn	(RMS).40 Café/Aide
	Create	20-03-D2/ayz	(TBS).5 Teacher/interv
	Create	20-03-D2/azc	(TBS).5 Teacher/Presch
	Create	30-03-D3/azd	(TBS) Kindergarten Aide
	Create	30-04-D3/aze	(WHS) Kindergarten Aide

Create	20-03-D2/azf	(HBS) .04Teacher/PE/Health
Create	20-03-01/azg	(TBS) Teacher/Spec. Ed Resource
Delete	30-02-D3/arv	(HBS) Instructional Aide
Create	30-02-D3/azh	(HBS).96 Instructional Aide

5.14 Motion to accept the Superintendent's recommendation and appoint Anthony Tumulo as advisor for The Mindfulness program, \$1800 stipend.

5.15 Motion to accept the Superintendent's recommendation and appoint the following Team Leaders at Readington Middle School for the 2016-17 school year:

Name	Team	Stipend
Blair Alber	6 <sup>th</sup> Grade	\$1,500.00
Sharon Rickman	6 <sup>th</sup> Grade	\$1,500.00
Carey-Ann Hendershot	7 <sup>th</sup> Grade	\$1,500.00
Jillian Tundidor	7 <sup>th</sup> Grade	\$1,500.00
Nicole Maraventano	8 <sup>th</sup> Grade	\$1,500.00
Melissa Spatz	8 <sup>th</sup> Grade	\$1,500.00
Tracy Fitzgerald	Encores	\$1,500.00
Marybeth Schwarz	Special Education	\$1,500.00

5.16 Motion to accept the Superintendent's recommendation and appoint the following Team Leaders at Holland Brook School for the 2016-17 school year:

Name	Team	Stipend
Linda Reiss	5 <sup>th</sup> Grade	\$500.00
Colleen DiGregorio	5 <sup>th</sup> Grade	\$500.00
Michele Krayem	4 <sup>th</sup> Grade	\$500.00
Meryl Vance	4 <sup>th</sup> Grade	\$500.00

5.17 Motion to accept the Superintendent's recommendation and appoint the attached list of **Chaperones** for school events at RMS,TBS, and WHS 2016-2017 school year. (Attachment 5.14-5.14b)

- 5.18 Motion to accept the Superintendent’s recommendation and appoint Mary Padavano as a RMS Cross Country Chaperone for the 2016-2017 school year at the contractual rate of \$25 per hour.
  
- 5.19 Motion to approve the Bus Driver hours for the 2016-17 school year. (Attachment 5.16)

**COMMUNICATIONS**

**Committee Report**

**Motion:**

**Second:**

**Roll Call Vote:**

**ROLL CALL:**

Christopher Allen		Wayne Doran		Ray Egbert	
William Goodwin		Anna Shinn		Melissa Szanto	
Eric Zwerling		Laura Simon		Cheryl Filler	

- 6.01 Motion to accept the Superintendent’s recommendation to approve for first reading the following policies:

- Policy 1220 – Employment of Chief School Administrator
- Policy 1310 – Employment of School Business Administrator/Board Secretary
- Regulation 2414 – Programs and Services for Students in High Poverty and in High Need School Districts
- Policy 3111 – Creating Positions
- Policy 3124 – Employment Contract
- Policy 3125 – Employment of Teaching Staff Members
- Policy 3125.2 – Employment of Substitute Teachers
- Policy and Regulation 3126 – District Mentoring Program
- Policy 3141 – Resignation
- Policy and Regulation 3144 – Certification of Tenure Charges
- Policy 3159 – Teaching Staff Member/School District Reporting Responsibilities
- Policy and Regulation 3240 – Professional Development for Teachers and School Leaders
- Policy and Regulation 3244 – In-Service Training (Abolished)
- Policy 4159 – Support Staff Member/School District Reporting Responsibilities
- Policy 5305 – Health Services Personnel
- Regulation 5330 – Administration of Medication
- Policy 5350 – Student Suicide Prevention
- Regulation 5350 – Student Suicide
- Policy 9541 – Student Teachers/Interns

**UNFINISHED BUSINESS**

NJSBA Fall Conference

**NEW BUSINESS FROM BOARD**

**OPEN TO THE PUBLIC**

**ADJOURNMENT**

**Motion to Adjourn at \_\_\_\_\_**

**Motion:**

**Second:**

**Vote:**