

AGENDA - REGULAR PUBLIC MEETING

OCTOBER 3, 2022

8:00 PM

1. Call to Order
2. Salute to the Flag
3. **Fire Emergency Announcement:** In accordance with N.J.A.C. 5:70-3.1, please note that the fire/emergency exit is located to the left as you leave the **Board Conference room**. If that exit is blocked, proceed through the Board Office to the rear fire exit.
4. Roll Call
5. **Presiding Officer's Meeting Notice Statement:** In accordance with the provisions of the New Jersey Open Public Meetings Law, the Old Tappan Board of Education has caused notice of this meeting by posting the date, time and location of said meeting with the Clerk of the Borough of Old Tappan, on the bulletin boards in the T. Baldwin Demarest Elementary School and Charles DeWolf Middle School, and by mailing notification to the Board's official newspapers.
6. President's Report/Correspondence
7. Superintendent's Report
 - Public Hearing on the Annual District Report of Vandalism, Violence, and Substance Abuse for the 2021-2022 School Year
 - Presentation of Summer Research and Development Projects
8. Board Secretary's Report
9. Public Hearing on Meeting Agenda
10. Board Discussion and Formal Action on Agenda Business
 - Board Operations
 - Human Resources
 - Student Development
 - Physical Resources
 - Finance & Budget
11. Public Hearing on Other Than Meeting Agenda
12. Committee Reports
13. Unfinished Business
14. New Business
15. Adjournment

Please Note: It may be necessary, from time to time, to remove or make changes in a motion(s) between the time this agenda is prepared and when the Board takes action. This will be accomplished by a removal or change in the motion and noted on the Errata and Change sheet, or will be announced by the Board President at the start of the meeting.

I. BOARD OPERATIONS/POLICY
Ms. Melissa Del Rosso

OCTOBER 3, 2022

Any Board member who takes exception to any of the following listed actions under the category of Board Operations/Policy may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by _____, seconded by _____, that the following Board Operations/Policy actions of the Board, as recommended by the Superintendent, number 43 through 55 be approved.

Roll Call:

43. that the Board approve and adopt the following schedule listed below:

The Board resolves to meet, in Executive (Non-Public) session, on the dates and for the purposes listed on the schedule. The minutes of these sessions will be disclosed to the public when the need for confidentiality no longer exists. Formal action may be taken by the Board at any public meeting, including Work Sessions.

Date	Time	Location	Type	Agenda
10/3/2022	7:00 PM	Conference Rm.	E.S.	Personnel/Legal
	8:00 PM		P.M.	Regular Business
10/17/2022	7:00 PM	Conference Rm.	E.S.	Personnel/Legal
	8:00 PM		P.M.	Regular Business
11/14/2022	7:00 PM	Conference Rm.	E.S.	Personnel/Legal
	8:00 PM		P.M.	Regular Business
12/12/2022	7:00 PM	Conference Rm.	E.S.	Personnel/Legal
	8:00 PM		P.M.	Regular Business

44. that the Board approve the minutes and attachments of the September 12, 2022 Regular Public Meeting and Executive Session I **(attached)**.

45. that the Board acknowledge/accept the Annual District Report of Vandalism, Violence, and Substance Abuse for the 2021-2022 school year as presented by the Chief School Administrator, Dr. Danielle Da Giau.

46. that the Board approve the list of school employees, who have been trained and designated by the school nurses to serve as epi-pen delegates to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6. **(attached)**.

47. that the Board approve the Nursing Services Plan for the 2022-2023 school year **(attached)**.

48. that the Board approve the 2nd reading of the following policy (**attached**):

2425	Emergency Virtual or Remote Instruction Program (Revised)
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49. that the Board approve the 2nd reading of the following regulation (**attached**):

2425	Emergency Virtual or Remote Instruction Program (New)
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50. that the Board approve the following resolution regarding employee travel:

WHEREAS,	The Board of Education believes that selective travel and conference participation results in increased growth, keeps the administration, staff, and the Board informed about modern practices and trends, contributes to professional development and maintains and enhances the District's standing; and
WHEREAS,	Ms. Emily Osbahr , Teacher, will be attending the New Jersey Science Convention, from 10/18/2022 through 10/19/2022, at the Princeton Marriott at Forrestal, Princeton, NJ; and
WHEREAS,	for District employees, the attendance at this conference has either been previously approved in writing by the Superintendent and/or is provided for in the employee's current employment agreement, as work related and within the scope of his/her work responsibilities; and
WHEREAS,	the attendance at the function will promote delivery of instruction or will further enhance the efficient operation of the school district, is fiscally prudent, directly relates to and within the scope of this employee's and/or board member's current responsibilities, and is directly related to their professional development; and
WHEREAS,	the anticipated travel and related expenses particular to attendance at this function are as follows: Conference registration = \$300 (Member Rate inclusive of special event fees) Hotel = \$181 (conference site rate) Actual miles driven at the prevailing State Mileage rate (currently \$.47 per mile) = actual cost of mileage Tolls = actual cost of tolls Parking = actual parking cost Meals & incidentals = \$103.50 (amount per the US General Services Administration website for conference location); now, therefore, be it
RESOLVED,	that the Board approves Ms. Osbahr's attendance at the aforementioned workshop as well as the related travel expenses.

51. that the Board approve the following resolution regarding employee travel:

WHEREAS,	The Board of Education believes that selective travel and conference participation results in increased growth, keeps the administration, staff, and the Board informed about modern practices and trends, contributes to professional development and maintains and enhances the District's standing; and
WHEREAS,	Ms. Lisa Straubinger , School Librarian/Media Specialist, will be attending the will be attending the New Jersey Association of School Librarians 2022 Fall Conference " <i>Unleash Your School Librarian Super Powers</i> ", from 12/4/2022 through 12/6/2022, at the Hard Rock Hotel, Atlantic City, NJ; and
WHEREAS,	for District employees, the attendance at this conference has either been previously approved in writing by the Superintendent and/or is provided for in the employee's current employment agreement, as work related and within the scope of his/her work responsibilities; and
WHEREAS,	the attendance at the function will promote delivery of instruction or will further enhance the efficient operation of the school district, is fiscally prudent, directly relates to and within the scope of this employee's and/or board member's current responsibilities, and is directly related to their professional development; and
WHEREAS,	<p>the anticipated travel and related expenses particular to attendance at this function are as follows:</p> <p>Conference registration = \$250 (Member Rate inclusive of special event fees) Hotel = \$158 (\$79.00 per night x2) (Conference site rate) Actual miles driven at the prevailing State Mileage rate (currently \$.47 per mile) = actual cost of mileage Tolls = actual cost of tolls Parking = actual parking cost Meals & incidentals = \$147.50 (amount per the US General Services Administration website for conference location); now, therefore, be it</p>
RESOLVED,	that the Board approves Ms. Straubinger's attendance at the aforementioned workshop as well as the related travel expenses.

52. that the Board approve the following resolution regarding employee travel:

WHEREAS,	The Board of Education believes that selective travel and conference participation results in increased growth, keeps the administration, staff, and the Board informed about modern practices and trends, contributes to professional development and maintains and enhances the District's standing; and
WHEREAS,	Dr. Laura Sullivan , Supervisor of Instruction for Curriculum and Technology, will be attending the 2022 AMTNJ <i>Teaching Matters</i> Conference, on 10/20/2022, at the Crowne Plaza Princeton, Plainsboro Township, NJ; and
WHEREAS,	for District employees, the attendance at this conference has either been previously approved in writing by the Superintendent and/or is provided for in the employee's current employment agreement, as work related and within the scope of his/her work responsibilities; and
WHEREAS,	the attendance at the function will promote delivery of instruction or will further enhance the efficient operation of the school district, is fiscally prudent, directly relates to and within the scope of this employee's and/or board member's current responsibilities, and is directly related to their professional development; and
WHEREAS,	<p>the anticipated travel and related expenses particular to attendance at this function are as follows:</p> <p>Conference registration = \$209 (Member Rate inclusive of special event fees) Hotel = N/A Actual miles driven at the prevailing State Mileage rate (currently \$.47 per mile) = actual cost of mileage Tolls = actual cost of tolls Parking = actual parking cost Meals & incidentals = N/A (amount per the US General Services Administration website for conference location); now, therefore, be it</p>
RESOLVED,	that the Board approves Dr. Sullivan's attendance at the aforementioned workshop as well as the related travel expenses.

53. that the Board approve the following vendor to deliver on school grounds for the 2022-2023 school year:

YogyBee – 176 Livingston Street, Northvale, NJ

54. that the Board approve the update to the Uniform State Memorandum of Agreement, which defines the Board's commitment to cooperate with local law enforcement officials regarding the reporting of certain offenses, as required by the Department of Education (**attached**).

55. that the Board approve the following resolution regarding employee travel:

WHEREAS,	The Board of Education believes that selective travel and conference participation results in increased growth, keeps the administration, staff, and the Board informed about modern practices and trends, contributes to professional development and maintains and enhances the District's standing; and
WHEREAS,	Dr. Jennifer Polizotto , Social Worker, will be attending the <i>Let's Talk about Opposition in Adolescence</i> Virtual Conference, on 10/20/2022, through Rutgers University, NJ and;
WHEREAS,	for District employees, the attendance at this conference has either been previously approved in writing by the Superintendent and/or is provided for in the employee's current employment agreement, as work related and within the scope of his/her work responsibilities; and
WHEREAS,	the attendance at the function will promote delivery of instruction or will further enhance the efficient operation of the school district, is fiscally prudent, directly relates to and within the scope of this employee's and/or board member's current responsibilities, and is directly related to their professional development; and
WHEREAS,	<p>the anticipated travel and related expenses particular to attendance at this function are as follows:</p> <p>Conference registration = \$60 (Member Rate inclusive of special event fees) Hotel = N/A Actual miles driven at the prevailing State Mileage rate (currently \$.47 per mile) = N/A Tolls = N/A Parking = N/A Meals & incidentals = N/A (amount per the US General Services Administration website for conference location); now, therefore, be it</p>
RESOLVED,	that the Board approves Dr. Polizotto's attendance at the aforementioned workshop as well as the related travel expenses.

II. HUMAN RESOURCES
Mr. John Shahdanian

OCTOBER 3, 2022

Any Board member who takes exception to any of the following listed actions under the category of Human Resources may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by _____, seconded by _____, that the following Human Resources actions of the Board, as recommended by the Superintendent, number 62 through 74 be approved.

Roll Call:

- 62. that the Board accept, with regret, the letter of resignation dated 9/13/2022, from Florence Vitale, Special Education Teacher, effective 11/11/2022 **(attached)**.
- 63. that the Board rescind and revise Human Resources Resolution # 61 (9/12/22 Regular Public Meeting) and retroactively approve the appointment of the following Applied Behavior Analysis (ABA) Aide (no health benefits), for the 2022-2023 school year as follows:

Name of Aide	Type	Time	Hourly Rate
Morejon, Daniella	In-District ABA Aide	5.75 hours/day plus a 45 minute unpaid lunch	\$23.00

EXPLANATION: Ms. Morejon was originally listed incorrectly as an In-District Aide.

- 64. that the Board rescind Human Resources Resolution # 142 (6/6/2022 Regular Public Meeting) and approve the following revised Family Leave request:

Teacher/Assignment	Dates	Reason
Mormino, Kyla Special Education Teacher – TBD	8/30/2022 - 9/16/2022	Period of Disability (post-birth) with pay and health benefits
	9/17/2022 - 9/30/2022	Unpaid Leave/with health benefits (FMLA)
	10/1/2022 - 12/23/2022	Unpaid Leave/with health benefits (NJFLA)

EXPLANATION: Ms. Mormino gave birth on August 29, 2022.

- 65. that the Board approve the following Family Leave request **(attached)**:

Teacher/Assignment	Dates	Reason
Brock-Henriquez, Laela Physical Education Teacher – CDW	12/24/2022 - 1/20/2023	Presumptive Period of Disability (post-birth) with pay and health benefits
	1/21/2023 - 4/29/2023	Unpaid Leave/with health benefits (FMLA & NJFLA)

66. that the Board approve the following Leave request (**attached**):

Teacher/Assignment	Dates	Reason
Hwang, Grace Leap Teacher – District	2/16/2023	Presumptive Period of Disability (pre-birth) with pay as applicable
	2/17/2023 - 3/17/2023	Presumptive Period of Disability (post-birth) with pay as applicable
	3/18/2023 - 6/17/2023	Unpaid Leave / no health benefits

67. that the Board approve the following Family Leave request (**attached**):

Teacher/Assignment	Dates	Reason
Borzone, Nicole Nurse – TBD	2/18/2023 - 2/21/2023	Presumptive Period of Disability (pre-birth) with pay and health benefits
	2/22/2023 - 3/9/2023	Presumptive Period of Disability (post-birth) with pay and health benefits
	3/10/2023 - 6/9/2023	Unpaid Leave/with health benefits (FMLA & NJFLA)

68. that the following additional coaches and advisors be employed for the 2022-2023 school year as per negotiated agreement (Schedule E):

Name	Activity
Dockendorf, Kristen	Homework Club Co-Advisor (TBD)
Gambutu, Nancy	Homework Club Co-Advisor (TBD)

69. that the Board approve Megan Marmora to complete 10 hours of observation in an elementary classroom as part of a college course through Bergen Community College during the fall 2022 semester.

70. that the Board approve the appointment of the following individual, for the 2022-2023 school year (start date to be determined), pending proof of fingerprints, criminal history background check, and successful completion of a fitness for duty exam:

Name	School/Assignment	Rate
Dominguez, Yanet	District/Night Custodian	Per individual employment agreement. Single Health Benefits coverage only with an option to purchase Parent/Child coverage.

71. that the Board approve the following course request:

Teacher	Course	Credits	Type	School	Dates
Wortmann, Christina	Max Learning: Differentiation - EDSP 503LE 19537 – OL 5854	3	Online	Southern New Hampshire University	10/9/2022 - 11/15/2022

72. that the Board approve the following course request, pending receipt of sufficient documentation for the course to be accepted for advancement on the salary guide:

Teacher	Course	Credits	Type	School	Dates
Bara, Jennifer	Pediatric Feeding and Swallowing Disorders in the School Setting - ED 501-5410	3	Online	Colorado State University, Pueblo	1/2/2023 - 5/15/2023

73. that the Board approve the following course request, pending receipt of sufficient documentation for the course to be accepted for advancement on the salary guide:

Teacher	Course	Credits	Type	School	Dates
Bara, Jennifer	Addressing Dyslexia and Dysgraphia in School Based Practice: Understanding Your Role - ED 501-5412	3	Online	Colorado State University, Pueblo	1/2/2023 - 5/15/2023

74. that the Board approve the appointment of the following Applied Behavior Analysis (ABA) Aide (no health benefits), for the 2022-2023 school year, pending proof of fingerprints, criminal history background check, and medical requirements:

Name	Type	Time	Hourly Rate
Palamattom, Jacobkutty	In-District ABA Aide	5.75 hours/day plus a 45 minute unpaid lunch	\$23.00

III. STUDENT DEVELOPMENT
Ms. Kristen Santoro

OCTOBER 3, 2022

Any Board member who takes exception to any of the following listed actions under the category of Student Development may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by _____, seconded by _____, that the following Student Development actions of the Board, as recommended by the Superintendent, number 6 through 11 be approved.

Roll Call:

6. that the Board approve the OTEA's request for the District to participate in the "Day of Gold" fundraising event, on October 7, 2022, to benefit the Josephine's Garden Fund.
7. that the Board approve CDW's participation in the NexTrex Recycling Challenge, a plastic film (e.g., bags, overwraps) recycling program for the 2022-2023 school year.
8. that the Board approve the 8th grade overnight trip to Philadelphia, Gettysburg, and Hershey, PA in June, 2023.
9. that the Board approve the AMC8 Competition to be held at Charles DeWolf Middle School on 1/23/2023 (Snow Date: 1/24/2023).
10. that the Board approve the following volunteer health professional to attend the 7th grade overnight trip to The Fresh Air Fund/Sharpe Reservation, Fishkill, NY (Outdoor Education Program), in October, 2022 (**attached**):

Maria D'Andrea, R.N.

11. that the Board approve the following Sharpe-affiliated health professional to attend the 7th grade overnight trip to The Fresh Air Fund/Sharpe Reservation, Fishkill, NY (Outdoor Education Program), in October, 2022:

Luanne Brown, R.N.

IV. PHYSICAL RESOURCES
Ms. Kristen Santoro

OCTOBER 3, 2022

Any Board member who takes exception to any of the following listed actions under the category of Physical Resources may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by _____, seconded by _____, that the following Physical Resources actions of the Board, as recommended by the Superintendent, number 17 through 25 be approved.

Roll Call:

17. that the Board approve the revised facilities request from the Northvale Police Athletic League (NVPAL) to hold an outdoor Halloween Party Fundraiser on the Charles DeWolf Middle School field, on 10/28/22, from 6:30 PM to 10:30 PM **(attached)**.
18. that the Board approve the facilities request from St. Pius Church to hold a Christmas pageant for the community, in the Charles DeWolf Middle School Lynch Gym on 12/13/2022, from 6:00 PM to 9:30 PM. This request also includes the use of the Lynch Gym, for a dress rehearsal, on 12/12/2022, from 6:00 PM to 8:00 PM **(attached)**.
19. that the Board approve the facilities request from the Old Tappan PTO to hold after school clubs in various rooms and gyms of the T. Baldwin Demarest Elementary School and the Charles DeWolf Middle School, Mondays through Fridays, 10/11/2022 through 12/2/2022, from 3:00 PM to 4:00 PM. This request includes three outside vendors contracted by the Old Tappan PTO; TGA of Bergen County, Health Barn USA, Inc. and Tenafly Nature Center **(attached)**.
20. that the Board approve the facilities request from the Old Tappan PTO to hold a “Family Boo-Bingo Night” in the T. Baldwin Demarest Elementary School’s All-Purpose Room, from 5:00 PM to 8:00 PM, on 10/26/2022 **(attached)**.
21. that the Board approve the facilities request from the Borough of Old Tappan, for their Soccer, Basketball, Baseball and Softball Recreational Programs, to use the Gym at the T. Baldwin Demarest Elementary School, the Gyms at the Charles DeWolf Middle School, and the School Fields, Mondays through Sundays, at designated times, from 10/15/2022 through 5/30/2023 **(attached)**.
22. that the Board approve the facilities request from the Old Tappan PTO’s 8th Grade Committee to hold a Clothing Drive fundraiser in the front of the Charles DeWolf Middle School, from 9:00 AM to 2:00 PM on 11/19/2022 **(attached)**.
23. that the Board approve the facilities request from the Old Tappan PTO to use the parking lot at the Charles DeWolf Middle School, for an 8th Grade Car Wash on 4/22/2023 (Rain Date: 4/29/2023), from 8:30 PM to 2:30 PM **(attached)**.
24. that the Board approve the following change order for the Charles DeWolf Middle School’s **HVAC** Project **(attached)**:

Change Order #	Reason	Credit
CO-01	Credit change order for the remaining balance of Allowance No. 1	-\$990.00

25. that the Board approve the following resolution regarding the Comprehensive Maintenance Plan from 2021-2022 through 2023-2024 **(attached)**:

WHEREAS,	the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting required maintenance activities for each of its public school facilities; and
WHEREAS,	the required maintenance activities as listed in the attached document for the various school facilities of the Old Tappan Board of Education are consistent with these requirements; and
WHEREAS,	all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid; now, therefore be it
RESOLVED,	that the Old Tappan Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Old Tappan Board of Education in compliance with Department of Education requirements.

V. FINANCE & BUDGET
Ms. Maryellen LaFronz

OCTOBER 3, 2022

Any Board member who takes exception to any of the following listed actions under the Category of Finance & Budget may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by _____, seconded by _____, that the following Finance & Budget actions of the Board, as recommended by the Superintendent, number 47 through 54 be approved.

Roll Call:

47. that the Board approve payment of the following vendor bill list (as detailed in the list attached to the agenda of this meeting), including adjustments to previously approved bill payments. The School Business Administrator/ Board Secretary is authorized to release the warrants for payments of **October, 2022** bills in the amount of **\$526,656.38** for the current expense (**attached**).

48. that the Board approve the following contract with Bergen County Special Services for the 2022-2023 school year:

Students	Services	Cost
547	Audiological Services	\$940.00

49. that the Board authorize payment of educational tuition and/or transportation for the following pupil for the 2022-2023 school year:

Student	Facility Location	Tuition	Transportation
549	Valley SLICE Program	\$11,137.38	To be determined

50. that the Board approve the renewal of the Volunteer Workers Insurance Policy with National Union Fire Insurance Company from 10/28/2022 to 10/27/2023.

51. that the Board approve Rullo and Juillet Associates, 878 A-1 Pompton Avenue, Cedar Grove, NJ, to do the Right to Know and PEOSH Hazard Communications compliance reportings and electronically file the 2022-2023 school year Right to Know Surveys with the New Jersey Department of Health (DOH) (**attached**).

52. that the Board approve the agreement with Center for Partnership Services (CFPS), 40 Galesi Drive, Wayne, NJ, to supply contracted Paraprofessionals ("Paras") and/or Special Paraprofessionals (SPara) (with RBT training) to the Old Tappan School District for the 2022-2023 school year (**attached**).

53. that the Board approve the purchase of five (5) Epson Powerlite 720ZGA LCD Laser Displays (MFG Part #V11HA01520) and wall mounts, in the total amount of \$7,015.06 from CDW-G, the vendor who has been awarded the Technology Supplies and Services bid through the Education Services Commission of New Jersey's (ESCNJ) Cooperative Pricing System, Bid #ESCNJ/AEPA-22G.

54. that the Board authorize Douglas Barrett, School Business Administrator/Board Secretary, to approve payment for the following bills:

Direct Energy Electric
Direct Energy Gas
Honeywell
Horizon Blue Cross and Blue Shield
Pitney Bowes
PSE&G
Rockland Electric
Veolia/Suez Water
Verizon Wireless
Willscot
XTel

Any other bills that require payment in between Board meetings

EXPLANATION: There are certain bills that must be paid to avoid penalty or disruption of essential services prior to the next scheduled Board Meeting.

RESOLUTION

WHEREAS, Chapter 231 of the Public Laws of 1975 known as the "Open Public Meetings Act" and also known as the "Sunshine Law" permits the holding of a private meeting to which the public is not invited for the purpose of permitting the discussion of various exempted matters after the adoption of a Resolution setting forth the general nature of the subject matter to be discussed, and as precisely as possible, the time when the circumstances under which the discussion conducted in the closed session can be disclosed to the public.

NOW, THEREFORE, BE IT RESOLVED that the Old Tappan Board of Education convene at the time and place hereinafter set forth for a private executive session to which the public is not invited to discuss the following general subject matters:

1. Matters which are confidential by federal law, state statute or rule of court.
2. Matters in which the release of information would impair a right to receive United States Government funds.
3. Matters which would constitute an unwarranted invasion of individual privacy.
4. Matters involving any collective bargaining agreement, the terms and conditions proposed for inclusion and the negotiation of same.
5. Matters involving the purchase, lease or acquisition of property with public funds, the setting of banking rates or investment of public funds where the public's interest could be adversely affected.
6. Matters involving tactics and techniques used for protecting the safety and property of the public, as well as investigations of violations or possible violations of the law.
7. Any pending or anticipated litigation or contract negotiations, other than collective negotiations, in which the public body is or may become a party.
8. Matters falling within the attorney/client privilege.
9. Matters relating to personnel involving employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body.
10. Matters involving the quasi-judicial deliberations of a public body that may result in the imposition of a specific civil penalty or the suspension or loss of a license or permit as a result of an act or omission for which the party bears responsibility.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Old Tappan Board of Education will disclose to the public the minutes of this session when the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the private executive session aforementioned take place in the Conference Room at the Charles DeWolf Middle School forthwith.

Motion to move into Executive Session at _____ PM

Moved by _____ 2nd by _____

Meeting Adjourned _____