

SOMERDALE PUBLIC SCHOOL DISTRICT  
BOARD OF EDUCATION

301 Grace Street  
Somerdale, NJ 08083

**Regular Meeting of the Board of Education**

**February 8, 2018  
6:30 p.m.**

**AGENDA**

**BOE Mission Statement**

The mission of the Somerdale School District, in active partnership with the community and staff, is to provide a safe and supportive environment which offers all students the opportunity to develop academically, socially, physically and emotionally, and to create students who are inquisitive and value learning not, only now, but also in the future.

We aspire to provide a broad range of educational opportunities in a nurturing environment designed to challenge all students to strive for personal excellence, achieve the New Jersey Core Curriculum Standards and become responsible citizens in this rapidly changing world.

**I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE**

**II. SUNSHINE LAW/ROLL CALL**

Sunshine Law:

The Somerdale Board of Education Meeting is called to order. The Board of Education is in compliance with the sunshine regulations. This meeting was appropriately advertised by notifying The Courier Post and The Philadelphia Inquirer, as well as posting notices in Borough Hall, the Somerdale Post Office and the Somerdale Park School.

Our attorney has advised us that we cannot prevent you from making remarks about our employees. He has requested we advise you that our employees are not Public Officials and you are not immune from civil actions they may bring as a result of your remarks whether vocal, by e-mail, or social media such as Facebook, Twitter, etc.

James Anderson	Alicia Conte	Susan Lowden
Kim Barkoff	Colm Fidgeon	Melissa Moore
Jason Bishop	Monique Howard	James Walsh

Also Present:

Cleve Bryan, Superintendent/Principal  
Melissa Engelhardt, Business Administrator/Board Secretary  
Chris Long, Solicitor

**III. A Presentation by Mr. Cleve Bryan honoring the December Students of the Month.**

**IV. PUBLIC COMMENTS** on any action items.

**NOTATION OF PUBLIC COMMENTS ON AGENDA ITEMS ONLY**

The Board President will recognize those individuals in the audience whom wish to comment **on any action items on this Agenda.**

Please respect the following procedures:

1. Be recognized by the Board President.
2. State your full name and address.
3. Identify the resolution/item number on which you wish to comment.
4. Wait to be recognized before you make your comment
5. Limit your comments to the specific resolution/items.
6. Limit your comments to (3) minutes per person.

**V. APPROVAL OF MINUTES**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education approve the regular and executive session minutes of the January 10, 2018 BOE Meeting and the executive minutes of the January 22, 2018, January 23, 2018 and January 25, 2018 BOE Meeting.

ALL IN FAVOR: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

**VI. REPORTS**

- A. Superintendent’s Report
- B. Business Administrator’s Report

**VII. NEW BUSINESS**

**BUSINESS AFFAIRS**, Colm Fidgeon, Chairperson, Susan Lowden, Alternate Chairperson, Jason Bishop  
Administrative Liaisons: Cleve Bryan, Melissa Engelhardt

**A. Finance – Reviews and monitors the school district budget and assumes other fiscal responsibilities**

Report by Finance Committee Chair

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 1-5:

1. Financial Reports:

To approve the Board Secretary and Treasurer’s Reports for 2017 (attachment #1).

The Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of December 2017. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A – 16.10 (c) 3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

The Treasurer’s Report is in accordance with 18A:17-36 and 18A:17-9 for the month of December 2017. The Treasurer’s Report and Secretary’s report are in agreement for the month of December 2017.

Board Secretary in accordance with N.J.A.C. 6A:23A - 16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4 We certify that 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 accounts 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.

2. To approve the following bill lists (attachment #2):
  - a. December 15, 2017 Payroll Check Journal totaling: \$310,373.59
  - b. December 22, 2017 Payroll Check Journal totaling: \$209,340.13
  - c. Vendor Bill List #1 and corresponding Check Journal totaling: \$228.00
  - d. Vendor Bill List #2 and corresponding Check Journal totaling: \$1,298.11
  - e. Vendor Bill List #3 and corresponding Check Journal totaling: \$213.91
  - f. Vendor Bill List #4 and corresponding Check Journal totaling: \$454,279.51
  - g. Vendor Bill List #5 and corresponding Check Journal totaling: \$21,368.47
  - h. Vendor Bill List #6 and corresponding Check Journal totaling: \$4,255.39
  - i. Vendor Bill List #7 and corresponding Check Journal totaling: \$88,124.85
3. To approve the Transfers/Adjustments for the month of December 2017 (attachment #3).
4. To approve custodial and maintenance interlocal service agreement with the Borough of Somerdale whereas the Borough will provide 3 full time and 6 part time custodial/maintenance personnel for fiscal year 2018-2019 in the amount of \$349,362.24 to be paid in four equal installments beginning July 2018.
5. To approve the following resolution:

**RESOLUTION  
SOMERDALE BOARD OF EDUCATION  
RESOLUTION AUTHORIZING PRELIMINARY APPROVAL OF A CONSTRUCTION AND  
MAINTENANCE AGREEMENT AND GRANT OF EASEMENT BETWEEN THE SOMERDALE BOARD  
OF EDUCATION AND URGENT CARE RE LLC**

**WHEREAS**, the Somerdale Board of Education (“SBOE” and/or “Board”) desires to enter into a Construction and Maintenance Agreement (“Agreement”) and related Grant of Easement (“Easement”) with Urgent Care RE LLC (“Urgent Care”) regarding the construction and installation of a Storm Water Management System and expansion of an existing parking lot; and

**WHEREAS**, the parties have reached an agreement, which is attached and made a part hereof, as to the terms and conditions of the Agreement and Easement; and

**WHEREAS**, the Board desires to provide a preliminary approval of the Agreement and Easement subject to a final review and authorization of the Agreement and Easement following approval of the application submitted by Urgent Care to the Borough of Somerdale’s Planning Board; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Somerdale Board of Education as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The SBOE hereby authorizes a preliminary approval of the Construction and Maintenance Agreement and related Grant of Easement in the form attached hereto with Urgent Care RE LLC regarding the construction and installation of a Storm Water Management System and expansion of an existing parking lot
3. The SBOE shall review the application and Construction and Maintenance Agreement and related Grant of Easement of Urgent Care RE LLC following final approvals granted by the

Borough of Somerdale's Planning.

ROLL CALL VOTE: YES\_\_\_\_\_ NO\_\_\_\_\_ ABSTAIN\_\_\_\_\_ ABSENT\_\_\_\_\_

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 6-10:

6. To approve the following resolution:

**RESOLUTION  
SOMERDALE BOARD OF EDUCATION  
RESOLUTION AUTHORIZING AN AGREEMENT WITH THE BOROUGH OF SOMERDALE  
AMENDING THE TERMS AND CONDITIONS OF AN EXISTING INTERLOCAL SERVICES  
AGREEMENT**

**WHEREAS**, the Somerdale Board of Education (“SBOE” and/or “Board”) has entered into an Interlocal Services Agreement with the Borough of Somerdale to provide custodial and building and grounds services for Somerdale Park School; and

**WHEREAS**, the Board has provided a preliminary approval, subject to final review of plans and/or application fully approved by the Borough’s Planning Board to enter into a Construction and Maintenance Agreement with Urgent Care RE, LLC, for the construction of a Storm Water Management System and expansion of the Board’s existing parking lot; and

**WHEREAS**, as part of the Construction and Maintenance Agreement, the Board has undertaken the responsibility for the maintenance, repair, and improvements of the Storm Water Management System in perpetuity; and

**WHEREAS**, said responsibility will increase the scope of the building and grounds services to be performed by the Borough for the Board; and

**WHEREAS**, due to the increased scope of services, the Borough and the Board desire to amend the existing Interlocal Service Agreement to increase the amount to be paid by the Board to the Borough for the 2018-2019 and 2019-2020 school years only in the amount of \$25,000 for each of the two years; and

**WHEREAS**, the parties desire for all engineering review of plans and studies involved in the construction, installation, and all other aspects regarding the Storm Water Management System to be done through the Borough’s Planning Board engineer; and

**WHEREAS**, the SBOE and the Borough have reached an agreement, which is attached and made a part hereof, amending the existing Interlocal Services Agreement;

**NOW, THEREFORE, BE IT RESOLVED**, by the Somerdale Board of Education as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The Board President and/or his designee is hereby authorized to execute the Amendment to the Interlocal Services Agreement attached and made a part hereof between the Somerdale Board of Education and the Borough of Somerdale.
7. To approve the following resolution:

**Resolution  
Waiver of Requirements  
Special Education Medicaid Initiative (SEMI) Program**

**WHEREAS**, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for 2018-19, and

**WHEREAS**, the Somerdale Board of Education desires to apply for this waiver due to the fact that we have 40 or fewer Medicaid eligible classified students.

**NOW THEREFORE BE IT RESOLVED that** the Somerdale Board of Education hereby authorizes the Business Administrator to submit to the Executive County Superintendent of Schools in the County of Camden an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2018-19 school year.

8. To approve the following resolution:

**RESOLUTION  
SOMERDALE BOARD OF EDUCATION  
RESOLUTION AUTHORIZING THE SUBMISSION OF BOND REFERENDUM QUESTION TO THE NEW  
JERSEY DEPARTMENT OF EDUCATION AND AMEND THE DISTRICT'S LONG RANGE FACILITIES  
PLAN**

**WHEREAS**, the Somerdale Board of Education ("SBOE" and/or "Board") desires to complete a project for the replacement of a roof, construction of a new parking lot, and improvements to the playground totaling approximately \$3,157,600.00; and

**WHEREAS**, the SBOE is seeking Debt Service Aid Funding for any and all eligible components of the submitted project; and

**WHEREAS**, the SBOE intends to fund the project through bonding after approval of the projects by voters of the District as a bond referendum; and

**WHEREAS**, the SBOE now desires to submit the proposed question to the New Jersey Department of Education for their approval; and

**WHEREAS**, the project requires the District to amend their Long Range Facilities Plan to be consistent with the proposed project.

**NOW, THEREFORE, BE IT RESOLVED**, by the Somerdale Board of Education as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The SBOE's Superintendent, Business Administrator, Board President and/or Board Vice President or their designees are hereby authorized to take any and all action required to submit the referendum question to the New Jersey Department of Education.
3. The SBOE's Superintendent, Business Administrator, Board President and/or Board Vice President or their designees are hereby authorized to take any and all action required to amend the District's Long Range Facilities Plan to be consistent with the proposed project.
9. To post approve homebound instruction for student #2806400955 at The Children's Hospital of Philadelphia for the months of December 2017 and January 2018.
10. To dispose of 2 Dell PowerEdge Servers which are no longer in working condition.

ROLL CALL VOTE: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 11-12:

11. To approve Brett DiNovi & Associates, LLC to do restraint training on February 12, 2018 at a cost of \$747.50.
12. To approve the contract to Paulsboro for homeless students in 1<sup>st</sup> and 4<sup>th</sup> grade from January 18, 2018 to June 30, 2018 with revenue in the amount of \$29,398.16.

ROLL CALL VOTE: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

**B. Facilities – Reviews the needs and uses of district buildings and grounds**

Report by Facilities Committee Chair

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education on the recommendation of the business administrator approve the following item for Use of Facilities as per Somerdale Board of Education Policy 7510:

1. None at this time

**INSTRUCTIONAL**, Dr. Monique Howard, Chairperson, Melissa Moore, Alternate Chairperson, James Anderson, Administrative Liaisons: Cleve Bryan, Robert Ford

**A. Curriculum – Reviews and evaluates standardized test results as a district and monitors direction of curriculum.**

Report by Curriculum Committee Chair

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education on the recommendation of the superintendent, approve the following item:

1. To approve the Somerdale Park School Calendar for the 2018-2019 school year. (attachment #1)
2. The following field trips:
  - a. None at this time

ROLL CALL VOTE: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

**B. Personnel – Assists in the interviewing process of district administrators and reviews hiring recommendations of the Superintendent. Also, reviews and approves staff policies and job descriptions**

Report by Personnel Committee Chair

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education on the recommendation of the superintendent, approve the following item:

1. To approve Val Priolo, Kindergarten Teacher, to serve as a Homebound Tutor for a Kindergarten student (#2806400955) 5 days a week/1 hour per day or on an as needed basis for the 2017-2018 school year.
2. To approve Natalie Cordivari to attend “Increasing PARCC Proficiency (Gr. 3-8)” Workshop on February 27, 2018 in Clark, NJ, at a cost of \$175.00.

ROLL CALL VOTE: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

**POLICY/COMMUNITY AFFAIRS**, Melissa Moore, Chairperson, Alicia Conte, Alternate Chairperson, Susan Lowden, Administrative Liaison: Robert Ford

**A. Policy – Reviews, updates and creates district policies with Superintendent and presents them to the board.**

Report by Policy Committee Chair

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education on the recommendation of the Superintendent approve the following items 1 & 2:

1. For First Reading:
  - a. 2700 – Service to Nonpublic School Students
  - b. 7100 – Long Range Facilities Planning
  - c. 7440 – School District Security
  - d. 7441 – Electronic Surveillance in School Buildings and on School Grounds
  - e. R7100 – Long Range Facilities Planning
  - f. R7440 – School District Security
  - g. R7441 – Electronic Surveillance in School Buildings and on School Grounds
  - h. R7300.1 – Disposition of Instructional Property (Regulation is being abolished)

2. For Second Reading:

a. None at this time

ROLL CALL VOTE: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

**B. Community Affairs – Participation in community events to educate the public on programs the district offers. Also educates the public on the school board policies and responsibilities.**

Report by Community Affairs Committee Chair

A recommendation is requested to approve the following:

1. None at this time

**BOND REFERENDUM**, Colm Fidgeon, Chairperson, Alicia Conte, Alternate Chair, James Anderson, Administrative Liaison: Cleve Bryan, Melissa Engelhardt

The Bond Referendum Committee’s function it to meet and develop a framework for moving a referendum forward and to address project and budgetary issues.

Report by Bond Referendum Committee Chair

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items \_\_\_\_\_:

1. None at this time

ROLL CALL VOTE: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

**VIII. DISCUSSION ITEM:**

1. Discussion of School Board Members’ Code of Ethics:

a. 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.

**IX. REPORTS:**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

The following item will be recommended for approval:

1. Acknowledge and accept the Harassment, Intimidation, and Bullying Report dated: January 26, 2018 and February 2, 2018. (attachment #1 and #2)

ALL IN FAVOR: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

**X. OTHER REPORTS:**

a.) Student Attendance

**Enrollment January 2018**

Preschool	29
Kindergarten	55
1st Grade	44
2nd Grade	52
3rd Grade	55
4th Grade	51
5th Grade	54
6th Grade	47
7th Grade	50
8th Grade	54
Out of District	2
Charter Students	3
Home Instruction	1
Homeless -Tuition	0
<b>Total January 2018</b>	<b>497</b>

b.) Security/Fire Drill Reports

**FIRE DRILL:**

**DATE: 1/16/18**

Alarm Sounded: 1:15 pm  
 Building Cleared: 1:17 pm  
 Returned to Building: 1:19 pm  
 Alarm Station Used: Gym Foyer  
 All Staff in attendance participated in drill  
 Number evacuated: Students present –460  
 Staff Present: 88  
 Special conditions simulated: none at this time  
 Problems encountered: None  
 Weather: 46 degrees

**TABLE TOP EXERCISE:**

**DATE: 1/18/18**

Alarm Sounded: N/A (Meeting start time 9:00 am)  
 School Administration & School Safety Committee in attendance  
 (Safety committee discussed lockdown scenarios)

**LOCK DOWN**

**DATE: 1/31/18**

Alarm Sounded: 1:00 pm  
 All Staff in attendance participated in drill (87 staff members)  
 Problems encountered: None

c.) Health Reports - none at this time

**XI. PUBLIC COMMENTS (on any item)**

Audience Recognition and Public Comment

The public is reminded that all public complaints against a district employee must be made through a specific grievance process.

A description of this process may be found in BOE policy (File Code 9130). This policy is available upon request in the office of the Board Secretary.

Any individual naming an employee in a complaint before the Board of Education, without the employee’s permission, could be cited for violating that employee’s civil and contractual rights.

Please respect the following procedures:

1. Be recognized by the Board President.
2. State your full name and address.
3. Wait to be recognized before you make your comment
4. Limit your comments to (3) minutes per person.

**XII. EXECUTIVE SESSION (if necessary)**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Time: \_\_\_\_\_

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

**WHEREAS**, the Somerdale Park Public School District, Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

**WHEREAS**, the nine exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written.

**NOW, THEREFORE, BE IT RESOLVED** that the Somerdale Park Public School District, Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

- \_\_\_\_ Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public
- \_\_\_\_ Any matter in which the release of information would impair a right to receive funds from the federal government;
- \_\_\_\_ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual’s personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publically;
- \_\_\_\_ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body
- \_\_\_\_ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;
- \_\_\_\_ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;
- \_\_\_\_ Any investigations of violations or possible violations of the law;
- \_\_\_\_ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;
- \_\_\_\_ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed in public;
- \_\_\_\_ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

**WHEREAS**, the length of the Executive Session is undetermined; however, the Somerdale Park Public School District, Board of Education will make every attempt to estimate the time of the session prior to convening the session after which the public meeting shall reconvene at \_\_\_\_\_ pm and the Somerdale Park Public School District, Board of Education will proceed with business.

**NOW, THEREFORE, BE IT RESOLVED**, that the Somerdale Park Public School District, Board of Education will go into Executive Session for only the above stated reasons;

**BE IT FURTHER RESOLVED** that the Somerdale Park Public School District, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Somerdale Park Public School District, Board of Education attorney advises that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to said discussion.

**BE IT FURTHER RESOLVED** that the Somerdale Park Public School District, Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the board secretary to take the appropriate action to effectuate the terms of this resolution.

**BE IT FURTHER RESOLVED** that the Board Secretary on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

**XIII. RETURN TO PUBLIC SESSION**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Time: \_\_\_\_\_

**XIV. ADJOURNMENT**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ TIME \_\_\_\_\_