

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION MEETING

Manasquan Borough
Manasquan High School Auditorium
May 27, 2014
7:00 P.M.

AGENDA

1. Call to Order

Opening Statement: Pursuant to N.J.S.A. 10:4-10, notice of this meeting has been provided by publication in the Asbury Park Press, the Coast Star and posted in the Borough Hall of Manasquan and in the schools within the time limits prescribed by law.

2. Pledge of Allegiance

3. Roll Call

Donna Bossone	Michael Forrester (SLH)	Alfred Sorino
Jack Campbell	Mark Furey (Belmar)	Tedd Vitale (Brielle)
Kenneth Clayton	Heather Garrett-Muly	James Walsh
Linda DiPalma	Thomas Pellegrino	Patricia Walsh

4. Mission Statement

Manasquan School District's mission is to empower students to reach their potential and become life-long learners. We strive to ensure that students play an active role in their education, are guided by rigorous academic standards aligned with the New Jersey Core Curriculum Content Standards, and function within the community that regards student, educators, and parents as full participants in the educational process. We dedicate ourselves to the realization of a supportive learning environment that nurtures growth, personal integrity and mutual respect.

5. Statement to the Public

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate Board committee. The members of the Board committee work with the administration and the Superintendent of Schools to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then is it placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

6. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Regular Open Business Meeting and Closed Executive Session of April 29, 2014 and the Special Action Meeting and Public Hearing on the 2014-2015 School District Budget of May 6, 2014. Closed Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed session no longer exist.

7. Presentations

- **High School Students of the Month for April** – Sarah Lembo — Senior, Jami Roland – Junior, Maggie Fabean – Sophomore, Shannon Kirk – Freshman
- **Elementary Student of the Month for April** – Amelia Johnson

- **High School Teacher of the Month for April** – Kristin Radzinsky
 - **Teachers of the Year**
 - Susan Villano – High School
 - Christin Walsh – Elementary School
8. **Superintendent’s Report & Information Items**
Recommend approval of the acceptance of the Superintendent’s Reports as listed below:
- Enrollment – **Document A**
 - Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– **Document B**
 - HIB Report – **Document C**

9. **Student Board Representative Report – Joyce Pegler**

10. **Board Committee Reports**

11. **Public Comment on Agenda**

Time may be allocated for public comment at this meeting. Each speaker may be allotted a limited time when recognized by the presiding officer. Individuals wishing to address the Board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Although the Board encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not keeping with the conduct of a proper and efficient meeting. During the public participation portions of this meeting, the Board will not respond to questions from the public involving employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific or prospective or current employee. This public forum is limited to comment on items included in this agenda only.

MANASQUAN

General Items

12. **Recommend** approval of the 2nd Reading of Revised Manasquan Board of Education Bylaw #0155 – Board Committees/Board of the Whole as per **Document D.**
13. **Recommend** approval of the 1st Reading of the following Manasquan Board of Education Policies as per **Document E:**
- #0143 – Board Member Election and Appointment
 - #1581 – Victim of Domestic or Sexual Violence Leave
 - #3230 – Outside Activities
 - #4230 – Outside Activities
 - #6511 – Direct Deposit
14. **Recommend** approval of the Board of Education Meeting schedule from June 2014 through December 2014 as per **Document F.**
15. **Recommend** approval to submit the 2013-2014 Application for Extraordinary Aid in the amount of \$ 222,868.
16. **Recommend** approval of the attached 2014-2015 Manasquan School District Tax Levy Payment Schedule as per **Document G.**
17. **Recommend** approval to purchase 30 Dell Latitude 3340 Laptops at \$932.98 each for a mobile

computer lab/laptop cart for Basic Skills Instruction at MES from Dell Computer at a total cost of \$27,989.40 using Title 1 Funds. NJ State Contract #70256-WSCA/NASPO

- 18. Recommend approval** to purchase iPads for 17 Classrooms and iPad locking storage trays for Basic Skills Instruction at MES from Apple Computer at a total cost of \$45,377.49 (using \$45,120.60 from Title 1 funds.) NJ State Contract # 70259 WSCA
- 19. Recommend approval** of a quote dated 3.27.14 in the amount of \$52,000 as submitted by CDW-G for the expansion and upgrade of Elementary School CCTV (outdoor perimeter camera) System using budgeted CDL funds. The Contract will be through the Middlesex Regional Educational Services Cooperative (MRESC) technology supplies/services bid previously approved by the Board for the 2013-2014 school year.
- 20. Recommend approval** of the Memorandum of Agreement between the Manasquan Administrators' Association and the Manasquan Board of Education for the period July 1, 2013 – June 30, 2016.
- 21. Be it resolved** that the Board of Education directs the administration to review the suspended random drug testing policy, to develop a revised policy for the random drug testing of Manasquan High School students, consistent with the terms of N.J.A.C. 6A:16-4.4, and to further gather input from professionals in this area, as well as members of the community, in the process of drafting said policy. Once the revisions to the policy are developed, it will be presented to the Board of Education for the first reading and for a public hearing, pursuant to N.J.A.C. 6A:16-4.4, state law and Board by-laws.

Personnel

- 22. Recommend approval** of the following secretaries for the 2014 – 2015 SY:

<u>Last Name</u>	<u>First Name</u>	<u>UPC</u>	<u>Step</u>	<u>Salary</u>	<u>Longevity</u>
GALLANT	PATRICIA	SEC.ES.SCHS.NA.03	8	\$48,018	\$360
KING	CATHERINE	SEC.ES.SCHS.NA.02	6	\$45,448	
SHEEHAN	JANE	SEC.ES.SCHS.NA.01	9	\$49,700	\$600

- 23. Recommend approval** of the following custodians for the 2014 – 2015 SY:

<u>Last Name</u>	<u>First Name</u>	<u>UPC</u>	<u>Step</u>	<u>Salary</u>	<u>Longevity</u>	<u>Stipend</u>	<u>Night Bonus</u>
DEASE	MARY	CUS.ES.CUST.NA.07	8	\$39,974	\$1,200	\$450	
HAYDEN	HARRY	CUS.ES.CUST.NA.11	5	\$36,989		\$450	
LEWIS	RYAN	CUS.ES.CUST.NA.02	2	\$35,589		\$450	\$2,966
SOMMERS	JOSEPH	CUS.ES.CUST.NA.04	10	\$44,124	\$1,200	\$450	\$3,677
ZUNA	CARLOS	CUS.ES.CUST.NA.06	8	\$39,974	\$360	\$450	\$3,331

- 24. Recommend approval** of the following paraprofessionals for the 2014 – 2015 SY:

*hours to be determined

<u>Last Name</u>	<u>First Name</u>	<u>UPC</u>	<u>Step</u>	<u>Salary</u>	<u>Longevity</u>
COLLINS	SANDRA	PARA.ES.AIDE.NA.08	4	\$20.29/hour	\$360
CRAIG	PAMELA	PARA.ES.AIDE.NA.05	4	\$20.29/hour	\$360
LEBLANC	NANCY	PARA.ES.AIDE.NA.13	4	\$20.29/hour	\$360
MCLAUGHLIN	ELIZABETH	PARA.ES.AIDE.NA.12	4	\$20.29/hour	\$360
TRIGGIANO	PATRICIA	PARA.ES.AIDE.NA.15	4	\$20.29/hour	\$360
VERLANGIERI	KIMBERLY	PARA.ES.AIDE.NA.09	3	\$19.76/hour	
WHITE	MADONNA	PARA.ES.AIDE.NA.14	4	\$20.29/hour	\$360

25. **Recommend** approval of a Family Medical Leave of Absence extension for TCH.MS.SSTU.06.02 (4126), to return June 16, 2014. (Previously approved to return June 2, 2014)
26. **Recommend** approval of the request for TCH.ES.ELEM.03.14 (4440), to take a paid medical leave of absence beginning October 9, 2014 through November 5, 2014, a Family Medical Leave of Absence beginning November 10, 2014 through February 23, 2015 and a Child Care Leave of Absence beginning February 24, 2015 through June 30, 2015 returning on September 1, 2015.
27. **Recommend** approval of the request for NRS.ES.NURS.FL.02 (4091) to take an unpaid medical leave of absence beginning May 27, 2014 until further notice.
28. **Recommend** approval of **Carol Kooklin** as the ESL After School Homework Club Advisor at a stipend of \$2,000 paid out of NCLB Title III funds.
29. **Recommend** approval for **Ann Marie LaMorticella** to receive a stipend of \$28.50 per period for translation services for the 2013-2014 school year.
30. Recommend approval of longevity for the following teachers for the 2013 – 2014 SY:
Cindy Kirk from \$500.00 to \$1,000.00
Renee Dzenis - \$500.00
31. **Recommend** approval to extend the appointment of **Allyson Boucher**, Middle School Math Teacher (long term replacement) *from* April 3, 2014 *to* June 2, 2014.
32. **Recommend** approval to extend the appointment of **Stephanie Kenny**, Middle School Social Studies Teacher (long term replacement) *from* May 30, 2014 *to* June 13, 2014.
33. **Professional Days**
Recommend approval of the **attendance** of staff members at conferences/workshops indicated below:

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
May 12, 2014	Lisa Kukoda, Marc Reid	Oradell School District	Technology 1:1 Site Visit	Yes – 2	\$45.26 each mileage
May 20 & 21, 2014	Danielle Romano	Edison	Non-violent Crisis Intervention	Yes	\$1,199 registration \$52.39 mileage
May27, 2014	Colleen Graziano	Neptune High School	DOE Workshop – SGO 2.0	No	\$4.21 mileage
June 19, 2014	Laurie Cosgrove	Mountz School, Spring Lake	Review Janet’s Law, new sports physicals	No	None

Student Action

34. Field Trips

Recommend approval of the field trips listed below:

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Fund</u>
June 2014 – exact date TBD	Brianna O’Hara, Cathy Taft, Tom Russoniello, Desiree Faul	4 th Grade	Bailey Reed House	The history of Manasquan	No	None	None

35. Placement of Students on Home Instruction

No placements at this time.

36. Placement of Students Out of District

<u>Student</u>	<u>Date</u>	<u>Placement</u>	<u>Tuition</u>
#2256	3/24/14	Collier Youth Services	\$51,332.40 (pro-rated) (Manasquan resident student)

Secretary’s Report

37. Recommend acceptance of the following **Financial Reports, Elementary School Central Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense)** as noted in **A, B, C and D:**

- A) Secretary’s Financial & Investment Report as per **Document H**
- B) Elementary School Central Funds Report as per **Document I**
- C) Purchase Orders as per **Document J**
- D) Cafeteria Report – **Document K**
- E) Bills and Confirmation of Bills (Current Expense)

A) The Business Administrator/Board Secretary certifies that as of **April 30, 2014** no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the Board of Education of the Borough of Manasquan.

Be It Resolved: Pursuant to N.J.A.C. 6:20-2A.10(d), the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary’s** certification as of **April 30, 2014** that no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the borough of Manasquan Board of Education.

Recommend acceptance of the **Secretary’s Financial & Investment Report** and the **Treasurer’s Report**, for the month ending **April 30, 2014** per **Document H**. (The Treasurer of School Moneys Report for the month of **April 2014** is on file in the Business Office and is in balance with the Secretary’s Report).

Pursuant to N.J.A.C. 6:20-2A.10(e), we the members of the Board of Education of the Borough of Manasquan, County of Monmouth, after having reviewed the Report of the Secretary and upon consultation with the appropriate officials, certify that as of **April 30, 2014** it is to the best of our knowledge that no major account fund has been expanded and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year, and that the Board of Education further approves the transfers made with line item accounts of the current expense portion of the **2013-2014 budgets** for **April and May** as recommended by the Superintendent of Schools, as per **Document H**.

B) Recommend acceptance of the **Elementary School Central Funds Report** for the month

ending **April 30, 2014** as per **Document I**.

C) Purchase Orders for the month of **May 2014** be approved, as per **Document J**.

D) Recommend acceptance of the **Cafeteria Report** as per **Document K**.

E) Be It Resolved: that the **Bills (Current Expense)** in the amount of **\$1,522,192.35** for the month of **May 2014** be approved. Records of, checks (**#34456 - #34537**) and distributions are on file in the Business Office.

F) Confirmation of Bills (Current Expense) for **April 2014** at **\$1,881,982.79** and checks (**#34338 - #34455**).

MANASQUAN/SENDING DISTRICTS

General Items

38. Recommend that the Board pursuant to the requirements of Title 18:18A-4 receive and reject the following bids for Bid # 13-01 Manasquan High School Warrior Athletic Complex Retaining Wall & Drainage for economic reasons:

<u>Contractor</u>	<u>Base Bid</u>	<u>Alt.1</u>	<u>Alt.2</u>
Down To Earth Landscaping	\$377,881. 00	\$3820	\$4400
Precise Construction	\$361,728.25	\$5730	\$6600
Alternate#1-Split Rail Fence-191 ft.			
Alternate#2- Shade Trees – 44 (6’-10’ H)			

39. Recommend that: a. the Board award the Request For Proposals for the 2014-2015 School Food Service Management Program to Simplified Culinary Services, Point Pleasant, N.J. 08742 , and b. approve the Base Year Contract between the Manasquan Board of Education and Simplified Culinary Services, Inc. which shall become the Contract for Food Services entered into by the above parties on this 27th day of May 2014, witnesseth that Simplified Culinary Services and the Manasquan Board of Education agree as follows:

All management/administrative fees must be specifically stated in the body of the contract.

Contracts which provide for management fees on a cents per meal or flat fee basis are allowed. 7CFR 210.16(a).c.

Simplified Culinary Services will collect a flat management fee of \$21,000.00 annually.

Simplified Culinary Services guarantees a return of \$10,000.00 annually.

The above guarantee is based on similar operating conditions as the previous school year.

Service will not be interrupted as a result of fire, work stoppage, strike or school closing. In the event any of the foregoing conditions are not met during the school year, Simplified’s guaranteed obligation shall be reduced by an amount equivalent to any increase in expenses or decrease in revenues which are attributable to changes in such conditions.

Personnel

40. Recommend **approval** of the following secretaries for the 2014 – 2015 SY:

<u>Last Name</u>	<u>First Name</u>	<u>UPC</u>	<u>Step</u>	<u>Salary</u>	<u>Longevity</u>
ECKART	DURELL	SEC.HS.SCHS.NA.05	8	\$48,018	\$360
FEY	PATRICIA	SEC.HS.SCHS.NA.09	9	\$49,700	\$360
MAHON	KATHLEEN	SEC.HS.SCHS.NA.08	9	\$49,700	\$360
SCERBO	LUCY ANN	SEC.HS.SCHS.NA.06	5	\$44,398	
SCHANEN	DEBRA	SEC.HS.SCHS.NA.10		\$52,993	
VODOLA	VIRGINIA	SEC.HS.SCHS.NA.04	5	\$44,398	

41. Recommend **approval** of the following custodians for the 2014 – 2015 SY:

<u>Last Name</u>	<u>First Name</u>	<u>UPC</u>	<u>Step</u>	<u>Salary</u>	<u>Longevity</u>	<u>Stipend</u>	<u>Night Bonus</u>
DICHIARA	SALVATORE	CUS.HS.CUST.NA.08	8	\$39,974	\$360	\$450	
FADEN	STEVEN	CUS.HS.CUST.NA.09	5	\$36,989		\$450	\$3,082
GUZMAN	PASTOR	CUS.HS.CUST.NA.10	6	\$37,474		\$450	\$3,123
HUDSON	MATTHEW	CUS.HS.CUST.NA.12	5	\$36,989		\$1,075	
REHBEIN	DENNIS	CUS.HS.CUST.NA.14	9	\$41,974	\$1,200	\$450	\$3,498
REICHEY	THOMAS	CUS.HS.CUST.NA.15	5	\$36,989		\$1,075	
TIMPANI	SANTINO	CUS.HS.CUST.NA.16	8	\$39,974	\$1,200	\$450	\$3,331

42. Recommend **approval** of the following paraprofessionals for the 2014 – 2015 SY:

*hours to be determined

<u>Last Name</u>	<u>First Name</u>	<u>UPC</u>	<u>Step</u>	<u>Salary</u>	<u>Longevity</u>
BIGLEY	WENDY	PARA.HS.AIDE.NA.01	4	\$20.29/hour	\$360
GERLACH	DOROTHY	PARA.HS.AIDE.NA.03	4	\$20.29/hour	\$360
MANOVILL	DONYA	PARA.HS.AIDE.NA.07	4	\$20.29/hour	\$360

43. **Recommend** approval of the request for SEC.HS.SCHS.NA.09 (4334) to take a Family Medical Leave of Absence beginning June 4, 2014 through July 4, 2014.

44. **Recommend** approval to accept the resignation of Cathleen Alechko, CUS.HS.CUST.NA.01, High School Custodian, for the purpose of retirement effective June 30, 2014.

45. **Recommend** approval of the resignation on Kathryn Oehme, TCH.HS.ESL.FL.01, High School ESL Teacher effective June 30, 2014.

46. **Recommend** approval of the following teachers to teach Biology Remediation at a stipend of \$57.00 each per day beginning April 30 through May 19, 2014:

Lisa Crowning - Block 3

Eric Wasnesky - Block 4

47. **Recommend** approval of **Tom Glenn** for Study Hall Coverage at a stipend of \$28.50 per day beginning April 30 through May 19, 2014.

48. **Recommend** approval for **Monica Fenlon** to teach a window of the Alternative High School Assessment beginning March 25 through April 10, 2014 at a stipend of \$57.00 per block:

49. **Recommend** approval of **Monica Fenlon** for PARRC Duty Coverage at a stipend of \$28.50 per day March 24 and March 26, 2014.

50. **Recommend** approval of longevity for the following teachers for the 2013 – 2014 SY:

Jill Moore – from \$500.00 to \$1,000.00

Harry Harvey - \$500.00

Richard Read - \$500.00

51. **Recommend** approval of the appointment of **Alicia Narucki**, GUI.HS.COUN.FL.04, High School Guidance Counselor for the 2014-2015 SY at Step 6M - \$56,416.00.

52. **Recommend** approval of the appointment of **Antoinette Capodanno**, TCH.H.S.ESL.FL.01, High School ESL Teacher for 2014-2015 SY at Step D-7 - \$61,016.00.

53. **Recommend** approval of the following substitute for the 2013-2014 SY:

Ellen Frederick – Teacher

54. **Recommend** approval of the following home instructor providers:

<u>Home Instructor</u>	<u>Student #</u>	<u>Subject</u>	<u>Rate</u>	<u>Time Period</u>
Marianne Caci	1678	AP Studio Art	\$30/hour	3/7/14 – 6/24/14
Amy Boss	1678	Consumer Math	\$30/hour	3/7/14 – 6/24/14
Anne Shea	1678	English	\$30/hour	3/7/14 – 6/24/14
Anne Shea	162395	US History, English, Math Applications	\$30/hour	4/22/14 – 6/24/14
Gretchen Boodey	14845	English	\$30/hour	5/5/14 – 5/15/14

55. **Professional Days**

Recommend approval of the **attendance** of staff members at conferences/workshops indicated below:

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
May 12, 2014	Jesse Place, Rick Coppola, Barbara Kerensky, Jamie Onorato	Oradell School District	Technology 1:1 Site Visit	Yes – 1	\$45.26 each mileage
May 21, 2014	Tim Clayton	Moonachie	School Security Seminar	Non	None
May 22, 2014	Claire Kozic	Rutgers Univ.	To review exam	Yes	None
TBD	Dotti Gerlach	Veteran’s Park, Trenton	Boys’ State Tennis Tournament	No	\$46.50 mileage
May 27, 2014	Rick Coppola, Barbara Kerensky, Craig Murin, Margaret Polak	Neptune High School	DOE Workshop – SGO 2.0	No	\$4.21 each mileage
July 8 – July 12, 2014	John Driscoll	Washington, D.C.	National Academy Foundation Annual Conference	No	\$625 registration \$432.80 accom. \$288 m/i \$164 parking
July 10-12, 2014	Paul Battaglia		AP Annual Conference	No	\$460 registration \$132.71 mileage

Student Action

56. Field Trips

Recommend approval of the field trips listed below:

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Fund</u>
June 6, 2014	John Driscoll	Academy of Finance	Monmouth Mall	Presentation from executives and business professionals	Yes - 3	\$300 transportation	None
June 13, 2014	Meredith Heeter	Senior Class	Frogbridge	Senior Class Trip	Yes - 15	\$2,100 transportation	Class Acct.

57. Placement of Students on Home Instruction

Recommend that the following student(s) be placed on home instruction, as recommended by the Child Study Team:

#162395	Grade 10	April 22, 2014 – June 23, 2014 (Medical)
#14845	Grade 12	May 5, 2014 – May 15, 2014 (Suspension)
#14066	Grade 12	May 14, 2014 – June 23, 2014 (Medical)
#151177	Grade 11	May 23, 2014 – TBD (Medical)

58. Placement of Students Out of District

No Placements at this time

59. Financials

Recommend acceptance of the following **High School Central Funds Report** for the month ending **March 31, 2014 as per Document 1 .**

60. Public Forum

61. Old Business/New Business

62. Executive Sessions

WHEREAS, the Sen. Byron M. Baer Open Public Meetings Act, *N.J.S.A. 10:4-6, et seq.*, (the “Act”) provides that the Manasquan Board of Education may hold an “Executive Session” from which the public is excluded to discuss matters that are confidential or are one of the nine (9) subject matters listed in Section 12(b) of the Act; and

WHEREAS, it is recommended by the Superintendent that the Manasquan Board of Education go into Executive Session on this date at _____, Manasquan, New Jersey, to discuss matters that are permissible for discussion in Executive Session; and

WHEREAS, the length of the Executive Session is estimated to be thirty (30) minutes after which the public meeting of the Board shall reconvene and proceed with business; and

WHEREAS, that the Board hereby declares that its discussion of the following subject(s) will be made public at a time when the public’s interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

NOW, THEREFORE BE IT RESOLVED by the Manasquan Board of Education that the Board shall go into Executive Session to discuss the following items:

- ___ 1. Confidential Matters per Statute on Court Order
- ___ 2. Impact Rights to Receive Federal Funds
- ___ 3. Unwarranted Invasion of Individual Privacy
- ___ 4. Collective Bargaining
- ___ 5. Acquisition of Real Property or Investment of Fund

- 6. Public Safety Procedures
- 7. Litigation or Contract Matters or Att./Client Privilege
- 8. Personnel Matters
- 9. Imposition of Penalties Upon an Individual

**ITEMS DISCUSSED IN EXECUTIVE SESSION MAY RESULT IN BOARD ACTION
WHEN THE BOARD RECONVENES TO PUBLIC SESSION.**

63. Public Forum

64. Adjournment

Motion to Adjourn