

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Agenda

Monday, January 18, 2021 6:30 PM (Closed Session) – 7:30 PM (Regular Session)

Jefferson Township High School Auditorium

A. _____, called the meeting to order at _____ PM, and read the Open Meeting Statement, below:

In accordance with the Open Meeting Law, the Jefferson Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof, posted in the Jefferson Township Municipal Building, with copies of such notice delivered or mailed or electronically mailed to the following:

DAILY RECORD and posted on the Jefferson Township Board of Education website (www.Jefftwp.org);

and a copy of said notice delivered to the Municipal Clerk of the Township of Jefferson and the Jefferson Township Library.

B. Pledge of Allegiance.

C. **ROLL CALL:**

_____ Mrs. Gould	_____ Mrs. Small	_____ Mrs. Wildermuth
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>Vice President</i>
_____ Mrs. Perez	_____ Mr. Wasserman	_____ Mr. Millar, <i>President</i>

D. **CLOSED SESSION**

Motion by _____, seconded by _____, that the Board of Education adopt the following resolution:

_____ Mrs. Gould	_____ Mrs. Small	_____ Mrs. Wildermuth
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>Vice President</i>
_____ Mrs. Perez	_____ Mr. Wasserman	_____ Mr. Millar, <i>President</i>

BE IT RESOLVED, by the Jefferson Township Board of Education on this 18th day of January, 2021 at _____ PM, as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, any investigations or tactics or techniques to protect persons or litigation, anticipated litigation and attorney-client matters.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies.
3. This resolution shall take effect immediately.

The meeting was called to public session at _____ PM.

E. **SUPERINTENDENT'S REPORT**

- Good News and Progress in Our Schools

G. PRESENTATIONS

- Unfunded Mandates - Roger Jinks, Jr., Assistant Superintendent
- Human Trafficking Awareness Month - Daniel Papa, K-12 Supervisor of Social Studies, Fine Art, & Technology Education

H. COMMENTS FROM THE AUDIENCE *(on agenda action items only, if applicable)*

Public participation shall be governed by the following rules (Per District Policy #0167):

1. The Public participation period shall be for **thirty minutes** or fewer;
2. A participant must be recognized by the presiding officer and must preface comments by an announcement of his or her name, place of residence, and group affiliation, if appropriate;
3. Each statement made by a participant shall be **limited to three minutes' duration**;
4. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
5. All statements shall be directed to the presiding officer;
6. The presiding officer may:
 - a) Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
 - b) Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c) Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d) Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
 - e) Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

Please note that "Comments from the Audience" is not a time for dialogue – it is an opportunity for you to share a comment with the Board of Education. In addition, by law, administrators and Board of Education members are not permitted to publicly discuss personnel matters, student discipline, or other issues requiring confidentiality. While we may not respond to your comments, all input shared with the Board of Education is taken very seriously, and will be discussed at future deliberations by the Board of Education and its Committees.

I. STUDENT REPRESENTATIVES

J. COMMITTEE REPORTS

K. MINUTES OF MEETINGS

Motion by _____, seconded by _____, that the minutes of the following meetings be approved as submitted:

_____ Mrs. Gould	_____ Mrs. Small	_____ Mrs. Wildermuth
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>Vice President</i>
_____ Mrs. Perez	_____ Mr. Wasserman	_____ Mr. Millar, <i>President</i>

December 21, 2020 Regular Meeting Minutes December 21, 2020 Executive Meeting Minutes
January 4, 2021 Annual Organization Meeting Minutes

L. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.14, as described below:

_____ Mrs. Gould	_____ Mrs. Small	_____ Mrs. Wildermuth
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>Vice President</i>
_____ Mrs. Perez	_____ Mr. Wasserman	_____ Mr. Millar, <i>President</i>

L.1 Motion to approve the **purchase order** list dated December 2020 in the amount of **\$268,813.31** (including Referendum related purchase orders totalling \$59.94).

L.2 Motion to approve the **check register** as of December 2020 in the amount of **\$4,748,479.12**.

Fund	Amount
General Fund (10)	\$4,564,217.68
Special Revenue Funds (20)	\$141,014.76
Referendum Fund (30)	\$43,246.68
Total	\$4,748,479.12

L.3 Motion to approve the **vendors' bills** list for release on or after January 19, 2021, in the amount of **\$502,373.07**.

L.4 Motion to approve the funds **transfers** in the 2020-2021 Fiscal Year, dated December 2020 in the amount of **\$567,660.48**.

L.5 Motion to approve the certification by the Board Secretary that the Account Balance Report, pursuant to N.J.S.A. 18A:17-9, that as of December 31, 2020, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

L.6 Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of November 30, 2020, after review of the Board Secretary's and Treasurer's Monthly Financial Reports and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

L.7 Motion to appoint Rita Oroho Giacchi, Board Secretary/Business Administrator as the **Qualified Purchasing Agent** and **Public Agency Compliance Officer** and authorizing her to prepare advertisements, advertise for and receive bids and award contracts pursuant to N.J.S.A. 18A:18A-3a, 7a and 37a for the 2021-2022 school year.

L.8 Motion to approve resolution appointing School Alliance Insurance Fund Commissioner, below:

BE IT RESOLVED, by the School Board of Jefferson Township, County of Morris, State of New Jersey, that it hereby appoints Rita Oroho Giacchi as the School Alliance Insurance Fund Commissioner, and

BE IT FURTHER RESOLVED, that copies of this Resolution be forwarded to the following:

Rita Oroho Giacchi (*Fund Commissioner*) School Alliance Insurance Fund

L.9 Motion to approve Resolution of the Board of Education of the Township of Jefferson in the County of Morris, New Jersey authorizing an agreement for certain legal (bond counsel) services, as described below:

WHEREAS, there exists a need for specialized legal services in connection with the authorization and issuance of obligations of The Board of Education of the Township of Jefferson in the County of Morris (the “Board”), a body corporate of the State of New Jersey, including the preparation and review of procedures in connection with such obligations and the rendering of approving legal opinions acceptable to the financial community in connection therewith; and

WHEREAS, such special legal services can be provided only by a recognized law firm, and the law firm of Wilentz, Goldman & Spitzer, P.A., Woodbridge, New Jersey is so recognized by the financial community; and

WHEREAS, funds are or will be available for this purpose.

BE IT RESOLVED, by the Board of Education of the Township of Jefferson, in the County of Morris, New Jersey as follows:

1. The law firm of Wilentz, Goldman & Spitzer, P.A., Woodbridge, New Jersey is hereby retained to provide specialized bond counsel legal services necessary in connection with the authorization and the issuance of obligations by the Board.
2. The Board President and the Board Secretary are hereby authorized to execute a Bond Services Contract (the “Contract”).
3. The Contract is awarded without competitive bidding and as a “Professional Service” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-5(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this resolution as well as the Contract shall be placed on file with the Secretary of the Board. The publication required pursuant to Section 5(a)(1) of the School Public Contracts Law, N.J.S.A. 18A:-1 et seq. is hereby authorized.

L.10 Motion to **designate the source of funding** for the following individuals as funded from the FY2020 Title IA grant:

Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.
Beverly Mallatratt	Appoint	Rtl Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21
Beverly Mallatratt	Appoint	Rtl Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21
Meredith Panka	Appoint	Homework Club	2	\$1,389	Stanlick	1/1/21	6/30/21
Paula Langner	Rescind	Homework Club	2	\$1,389	Stanlick	1/1/21	6/30/21
Paula Langner	Rescind	Rtl Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21
Paula Langner	Rescind	Rtl Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21

L.11 Motion to accept the **FY2020 NSLP Equipment Assistance Grant** allocated by the State of NJ, US Department of Agriculture in the amount of \$52,445.20, per the grant allocation agreement.

L.12 Motion to approve appointment of **Parette Somjen Architects, LLC** to serve as architect, in accordance with their proposal to provide professional services for the White Rock School HVAC upgrade project at a flat fee \$47,500, not inclusive of reimbursable fees that will be billed separately, not to exceed \$2,500, per Board Attorney review.

L.13 Motion to approve the submission of the Addressing Student Learning Loss grant in the amount of \$156,425.

L.14 Motion to accept and approve the following resolution in accordance with Travel and Work Related Expenses N.J.A.C. 6A:23B:

WHEREAS, The employees listed in Attachment A, are attending the named professional development seminar at such identified venues; and

WHEREAS, The attendance at stated function was previously approved by the Superintendent, or designee, as work related and within the scope of the work responsibilities of the attendee; and

WHEREAS, The attendance at the function was approved as promoting delivery of instruction or furthering efficient operation of the school district and fiscally prudent; and

WHEREAS, The travel and related expenses particular to attendance at this function are in accordance with the state travel guidelines established by the Department of Treasury in NJOMB circular letter;

NOW THEREFORE BE IT RESOLVED, That the Board finds the travel and related expense and the expenses particular to attendance at this previously approved function is necessary/unavoidable; and

BE IT FURTHER RESOLVED, That the expense is justified and therefore reimbursable (*Appendix A*).

M. PERSONNEL COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.3, as described below:

_____ Mrs. Gould	_____ Mrs. Small	_____ Mrs. Wildermuth
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>Vice President</i>
_____ Mrs. Perez	_____ Mr. Wasserman	_____ Mr. Millar, <i>President</i>

M.1 Motion to take action on personnel matters, as listed below; and appoint and submit to the Executive County Superintendent applications for emergent hiring and the applicant’s attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. Seq., N.J.S.A. 18A:39-17 et. seq., or N.J.S.A. 18A:6-4.13 et. seq. for those employees listed below:

(All appointments are contingent upon receipt of proper teaching certification and all salary placements are pending receipt of college transcripts verifying degree status and letter stating years of service in other districts.)

PERSONNEL								
A. ADMINISTRATIVE								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
B. INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Jan Courtney 11-120-100-101-290	Appoint	Music Teacher-PT(LTS) 10-60-60/btm		\$135.43/ diem	Cozy Lake/White Rock/Stanlick	3/15/21	6/18/21	Replacing J. Rothstein PT salary for over 60 days
Gregory Matechak* 11-140-100-101-290	Appoint	English Teacher (LTS) 10-80-80/arc		\$270.85/ diem	JTHS	2/16/21	5/23/21	Replacing #36 Pending certification
Jennifer Smalley* 11-140-100-101-290	Appoint	English Teacher (LTS) 10-80-80/arc		\$270.85/ diem	JTHS	2/22/21	6/18/21	Replacing #849 Pending certification
Justin Rothstein* 11-120-100-101-001	Appoint	Music Teacher (LTS) 10-10-10/aof		\$270.85/ diem	Briggs/Stanlick	3/15/21	6/30/21	Replacing #816 PT to FT for length of assignment

Maria Dunbar 11-130-100-101-290	Adjusted End Date	Science Teacher 10-70-70/aqc			JTMS	9/8/20	6/30/21	Replacing #925
Bryna Hubert 11-110-100-101-290	Adjusted End Date	Kindergarten Teacher (LTS) 10-40-40/bwd			Milton	9/8/20	6/18/21	Replacing M. Dunbar
Matthew Ridner	Adjusted End Date	Science Teacher (LTS) 10-70-70/bwh			JTMS	11/18/20	1/9/21	
Karen Caruso 11-120-100-101-001	Assignment Change	Elementary Teacher 10-10-10/agf			Stanlick	3/1/21	6/30/21	Replacing M. Ziobro
Jessica Studnick 11-130-100-101-290	Extended End Date	ELA Teacher (LTS) 10-70-70/apx		\$270.85/diem	JTMS	11/30/20	6/18/21	Replacing #1627 Over 20 days
Michelle Ziobro 11-120-100-101-001	Assignment Change	Elementary Teacher 10-10-10/agl			Stanlick	3/1/21	6/30/21	Replacing K. Caruso
#673	Extended Medical Leave	10-70-70/bvv			JTMS	12/8/20	2/3/21	Utilizing 34 personal illness days
#1597	Extended Medical Leave	10-80-80/bxo			JTHS	9/1/20	2/12/21	Utilizing 38 personal illness days and 56 unpaid days
#1627	Extended Medical Leave	10-70-70/apx			JTMS	11/30/20	6/30/21	Utilizing 129 personal illness days
#2187	Adjusted Medical Leave	10-80-80/asc			JTHS	11/17/20	02/01/21	Utilizing 45 personal illness days
#2396	Medical Leave	10-80-80/asg			JTHS	3/10/21	4/21/21	Utilizing 25 personal illness days
#2396	Family Leave	10-80-80/asg			JTHS	4/22/21	6/30/21	Unpaid

*Requires mentoring

C. NON-INSTRUCTIONAL

Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Maria Niro 11-000-270-160-000	Appoint	Bus Driver 10-90-90/bfi	Step 1	\$23.86/hr.	Transportation	1/19/21	6/30/21	With benefits Replacing M. Alvarez
Shannon Morgan 11-215-100-106-004	Extended Hours	Special Education Aide 09-40-40/bbk			Milton	1/18/21	6/30/21	Not to exceed 5.75 hrs./day
Amanda Peterson	Termination	Bus Driver 10-90-90/azx			Transportation	1/8/21	1/9/21	
Shirley Wallace	Retirement	Special Education Aide 09-60-60/bjj			White Rock	1/3/21	1/4/21	Retiring after 9 years of service in district
Florence Watson	Resignation	District Courier 12-00-00/bak			District	1/29/21	1/30/21	
#1957	Medical Leave	09-80-80/bbr			JTHS	1/19/21	2/12/21	Utilizing 19 personal illness days
#2429	Extended Medical Leave	09-60-60/bsq			White Rock	9/1/20	4/1/21	Utilizing 136 personal illness days

D. EXTRA DUTY PAY

Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.	Discussion
Christine Cocca	Appoint	Extra Curricular Nurse		\$200/diem	JTHS	1/18/21	3/12/21	Prorated Not to exceed 50 hours
Joanna Reiss	Rescind	Student Council	4	\$3866.00	JTMS	9/1/20	6/30/21	

E. EXTRA DUTY PAY Title I #20-231-100-100-001

Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.	Discussion
Beverly Mallatratt	Appoint	Rtl Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21	Math, Grade 3
Beverly Mallatratt	Appoint	Rtl Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21	Math, Grade 5
Meredith Panka	Appoint	Homework Club	2	\$1,389	Stanlick	1/1/21	6/30/21	
Paula Langner	Rescind	Homework Club	2	\$1,389	Stanlick	1/1/21	6/30/21	
Paula Langner	Rescind	Rtl Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21	Math, Grade 3
Paula Langner	Rescind	Rtl Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21	Math, Grade 5

F. SUBSTITUTES/OTHER

Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Discussion
Randi Adamitis	Appoint	Substitute Teacher	\$90/diem	District	1/11/21	6/30/21	
Jacob Binder	Appoint	Substitute Teacher	\$90/diem	District	1/6/21	6/30/21	
Amanda Bosler	Appoint	Substitute Teacher	\$90/diem	District	1/6/21	6/30/21	
Gregory Matechak	Appoint	Substitute Teacher	\$90/diem	District	1/15/21	6/30/21	
Jacqueline Messina	Appoint	Substitute Teacher	\$90/diem	District	1/19/21	6/30/21	
Barbara Palka	Appoint	Substitute Teacher	\$90/diem	District	1/11/21	6/30/21	

Matthew Ridner	Appoint	Substitute Teacher	\$90/diem	District	1/13/21	6/30/21	
Jennifer Smalley	Appoint	Substitute Teacher	\$90/diem	District	1/11/21	6/30/21	
Randi Adamitis	Appoint	Substitute Aide	\$15/hr.	District	1/11/21	6/30/21	
Alexandria McDonald	Appoint	Substitute Custodian	\$18/hr.	District	1/19/21	6/30/21	
Shaleisha Murray	Appoint	Substitute Custodian	\$18/hr.	District	1/11/21	6/30/21	

M.2 Motion to approve the Fall 2020 Course Reimbursement for Supervisors as indicated below:

Name	School	Class	Approval	Credits	Amount
Christopher Hiben	New Jersey City University	Measurement and Supervision of Learning and Teaching	FA3	3	\$1,147.33
Daniel Papa	Drew University	Dissertation	FA4	3	\$1,147.33
Derek Sica	Drew University	The Art of Memoir	FA1	3	\$1,147.33
Derek Sica	Drew University	Topics in the Watercolorist's Craft	FA2	3	\$1,147.33

M.3 Motion to approve the Fall 2020 Course Reimbursement for Administrators as indicated below:

Name	School	Class	Approval	Credits	Amount
Vicki Nadler	St. Peter's University	Dissertation Advisement	FA3	1	\$679.00
Michelle Papa	Rowan University	Quantitative Analysis in Education Research	FA1	3	\$2,658.00
Michelle Papa	Rowan University	The Policy Environment	FA2	3	\$2,658.00

N. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions N.1 and N.2, as described below:

_____ Mrs. Gould	_____ Mrs. Small	_____ Mrs. Wildermuth
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>Vice President</i>
_____ Mrs. Perez	_____ Mr. Wasserman	_____ Mr. Millar, <i>President</i>

N.1 Motion to approve the following contracted services:

Name	Rate	Location	Date Effective	Date Terminated
Progressive Therapy of NJ, LLC	\$15,000.00	District	1/8/21	6/30/2021

N.2 Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for November 16, 2020 through December 21, 2020.

O. POLICY COMMITTEE

The Board has no Policy agenda items requiring action at this time.

P. RECOGNITION OF MONTHLY REPORTS

Upon the recommendation of the Superintendent, the Board recognizes the reported Harassment, Intimidation and Bullying Incidents (HIB) for the period of December 21, 2020 through January 18, 2021.

School	Incidents Reported	Confirmed Incidents	Unconfirmed Incidents	Inconclusive – Case Will Remain Active
Ellen T. Briggs	0	0	0	0
Arthur Stanlick	0	0	0	0
Milton	0	0	0	0
Cozy Lake	0	0	0	0
White Rock	0	0	0	0
Jefferson Twp. Middle School	1	0	1	0
Jefferson Twp. High School	0	0	0	0

Q. Enrollment as of 12/23/20:

	December 2019	December 2020
Grades Pre-K-2	572	520
Grades 3-5	583	535
Total Elementary	1,155	1,055
Grades 6-8	689	631
Grades 9-12	961	951
GRAND TOTAL	2,805	2,641
Tuition students received	5	0
Out-of-district placement	34	28

R. COMMUNICATIONS

S. PUBLIC COMMENTS

Please refer to Section G “Public participation shall be governed by the following rules (Per District Policy #0167)”

T. OLD BUSINESS

U. NEW BUSINESS

**RESOLUTION PROCLAIMING JANUARY 2021 AS
SCHOOL BOARD MEMBER RECOGNITION MONTH**

WHEREAS, The New Jersey School Boards Association has declared January 2021 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, That the Jefferson Township Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2021 as SCHOOL BOARD RECOGNITION MONTH; and

BE IT FURTHER RESOLVED, That the Jefferson Township Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children’s education.

V. CLOSED SESSION

Motion by _____, seconded by _____, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 18th day of January 2021, at ____ PM, as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, any investigations or tactics or techniques to protect persons or litigation, anticipated litigation and attorney-client matters.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies.
3. This resolution shall take effect immediately.

The meeting was called to public session at _____ PM.

W. ADJOURN

Motion by _____, seconded by _____, to adjourn the meeting at _____ PM.

_____ Mrs. Gould	_____ Mrs. Small	_____ Mrs. Wildermuth
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>Vice President</i>
_____ Mrs. Perez	_____ Mr. Wasserman	_____ Mr. Millar, <i>President</i>

Appendix A

Name	Event Date	Location	Seminar/Function	Registration Fee \$	Total Expense (not including parking/tolls/miscellaneous fees)