MINUTES OF THE PUBLIC BOARD MEETING HELD MONDAY, APRIL 12, 2010 141 PARK STREET, MONTCLAIR, NEW JERSEY

A. STATEMENTS

Let the minutes reflect that adequate notice of this meeting has been approved in the following manner:

- 1. On Wednesday, June 10, 2009 notice of this meeting was faxed to the Montclair Times, the Herald and News and the Star-Ledger. The time, date and location of this meeting were accurately set forth therein.
- 2. On this same date a copy of said notice was filed with the Township Clerk and was posted at the public bulletin board in the first floor main hall of the Board of Education building, 22 Valley Road.
- 3. Copies have also been mailed to all persons who have requested same at no cost.

B. RESOLUTION FOR EXECUTIVE SESSION

At 6:44 p.m. *Mr. Carlton* moved the following resolution:

WHEREAS, pursuant to N.J.S.A. 10:4-12 (b), the Montclair Board of Education may exclude the public from that portion of a public meeting at which the Board discusses any of the matters described at N.J.S.A. 10:4-12 (b) (1) - (9);

NOW, THEREFORE, BE IT RESOLVED that the Montclair Board of Education shall forthwith enter into closed session to discuss the following matters concerning: personnel report and out-of-district placements.

BE IT FURTHER RESOLVED that said discussion maybe disclosed to the public when the reasons for discussing and acting upon it in closed session no longer exist.

Seconded by Mrs. Lombard and approved by a vote of 5-0.

C. EXECUTIVE SESSION

D. RETURN TO OPEN SESSION

Mr. Riddick moved that the Board shall return from executive session; seconded by *Mrs. Lombard* and approved by a vote of 6-0.

The Board returned to open session at 7:47 p.m.

E. The Pledge of Allegiance occurred at 7:48 p.m.

F. ROLL CALL

	PRESENT	ABSENT
John Carlton	X	
Shirley Grill		X
Robert Kautz	X	
Leslie Larson	X	-
Shelly Lombard	X	-
Ronald Riddick	X	
Carmen Taylor	X	-
Staff Members	5	
Members of the Public	13	
Members of the Press	1	

G. MINUTES

Ronald Riddick moved to approve the following minutes

Public Board Meeting held on Monday, February 22, 2009

Seconded by *Mrs. Taylor* and approved by a vote of 6 with 0 abstentions.

H. SUPERINTENDENT'S REPORT

Dr. Alvarez stated that this funding cycle, the district will be applying for two grants one of which is the Magnet Schools of America grant. Since this is a new funding cycle this will allow the district to receive some funding to revitalize the magnet system, perform transition activities, and to work on academic achievement for all students. He stated that some of the work that has been done by the Kirwan Institute will help to draft an appealing proposal. In conjunction with the Livingston consortium the district will be submitting a proposal to the Foreign Language Assistance program that may bring some funding in the district to support the Mandarin language initiative.

He indicated that there is a state aid resolution on the agenda which states that the Board feels that the budget cuts were insufficient and appeal to the governor to rethink his position in terms of getting the district more funds.

Dr. Alvarez indicated that along with Montclair State University, and the Department of Instruction, the district co-hosted a Chinese Education Symposium. A number of people in the district and community attended. This was done to give the district a better perspective on what's happening in education in China and in the USA.

Dr. Alvarez announced that the district is now on Twitter. He introduced Terry Trigg-Scales to present information about the District's Professional Development Plan.

1. Initial Review of the District's Professional Development Plan 2010-2011

Mrs. Trigg-Scales presented information about the District's Professional Development Plan. Mrs. Trigg-Scales indicated that this is a revised plan mandated by the State of New Jersey. The Quality Single Accountability Continuum (QSAC) requires that everything that is done in the district should be aligned with the district's goals. It must be submitted to Board first then sent to the County then back to Board for approval. This professional development plan includes all 11 schools. The State decided that each school will have its own professional development committee and is made of a principal and three teachers. This committee meets periodically to review student performance data. All 11 plans were submitted.

2. Discussion of the Revised 2010-2011 School Calendar

Dr. Alvarez indicated that the second day of Rosh Hashanah holiday is the first day of school and conflicts with some families. School will be open on Monday, September 13, 2010. Although it is a very late start for the children, they had to agree to accommodate everyone. This means that the district will lose one professional development day in February.

I. BOARD OF EDUCATION REPORTS

Ms. Larson attended the District Leadership Team meeting where they discussed rewriting the curriculum for grades K-12 to comply with the new common core standards mandated by the State.

Mr. Carlton thanked Mrs. Lombard and Ms. Grill for serving as members of the Board of School Estimate and their work on budget.

The Board had the First Reading of the Revised Regulation R-6141– School Action Teams

J. COMMENTS

1. PTA

Sally Coughlin stated that the PTA is speaking about collaborative efforts regarding funding. She stated that they need more input from principals to assess needs. There is a questionnaire being sent to elementary

schools as to how their programs are run. She stated that the "Join Us Montclair Public Schools" (JUMPS) can be found on the PTA's website with instructions on how to join the efforts of lobbying the legislature.

2. MEA

Dennis Murray indicated that the MEA offers 2 scholarships to seniors and is awarded at the June awards assembly. One of the fund raisers for that event is "Night at the Races" fund raisers and the retirement dinner that is being held at the Valley Regency. They will be honoring the MEA, MPA, and Head Custodians. He encouraged all to contact Marge Astorino if interested.

Mr. Murray stated that reflection for growth purposes is one of the main school-based themes. He added that collaboration is very important to classroom instruction and articulation is also important so that all schools can have a basic idea of what is going on in their schools. Common planning time is also essential to discuss and plan curriculum. The MEA will be introducing a petition that will go to the three representatives at State level asking for the restoration of school aid to the Montclair Public School District. He concluded that he hopes that the MEA would be invited to some of those Town meetings regarding State aid.

K. COMMENTS FROM THE PUBLIC – AGENDA ITEMS

None.

L. GENERAL RESOLUTIONS

Mr. Riddick moved to approve the following resolutions:

1. Resolution re: Adoption of the Revised Regulation R-6141 – School Action Teams

WHEREAS, Board of Education regulations requires one reading before regulations are adopted, and

WHEREAS, the first reading of this regulation took place today, April 12, 2010 and

NOW, THEREFORE, BE IT RESOLVED that the Montclair Board of Education adopts the Revised Regulation R-6141 –School Action Teams.

2. Resolution re: Approval of Revised 2010-2011 School Calendar

WHEREAS, the Board of Education is required to approve revisions to the calendar for the public schools, and

WHEREAS, the calendar for 2010-2011 has been previously approved by the board on 3/22/1010, now therefore,

BE IT RESOLVED, that the Montclair Board of Education approves the following revisions for the calendar for the 2010-2011 school year.

3. Resolution re: Approval of School Field Trips

WHEREAS, The New Jersey Department of Education Accountability regulations require approval of all school related field trips by the Board of Education and,

WHEREAS, the field trip must be directly related to instruction and class work,

NOW, THEREFORE, BE IT RESOLVED that the following field trips are approved:

SCHOOL FIELD TRIPS

DATE	SCHOOL	Grade	Teacher	DESTINATION	COST	PURPOSE
10-29-10 to 11-7- 10	MHS	11-12	Barnet, Borrough	London, England	\$600	The FOB seeks to strengthen the bond between Montclair and her sister city of Barnet as forged during WWII
4-29-10	MHS	9-12	Ryan	UMDNJ, Scotch Plains, NJ	0	This is a dental profession career day with several dental professionals followed by awards ceremony for students in dental program
5-4-10	MHS	9-11	Portas	Hillside, NJ – NJ Foodbank	0	Participate to provide community service hours as dictated by program requirement
4-27-10	MHS	9-11	Portas	Liberty Science Center, Jersey City, NJ	0	Live Audio Conferencing Kidney Transplant from St. Barnabas Hospital-IMAX
Dates uncertain	MHS	10-12	Weber	FRBNY, NY	6	Fed Challenge, Economics program-further participation is conditioned on the students winning.
5-7-10 5-21-10	Renaissance	7	Khan	Great Swamp Basking Ridge, NJ	0	Science and Environmental studies
5-27-10	Glenfield	7	Blank	Eagle Rock Lanes, West Orange, NJ	\$13	Students will be conducting hands on experiments in order to grasp the concepts of

						movement, force, friction, and speed.
6-8-10 to 6-10-10	Glenfield	8	Hurwich	Washington, DC	\$400	Overview of Federal government, historical sites, holocaust studies
5-15-10	Glenfield	6-8	Ward	Presby Memorial Iris Gardens, Upper Montclair, NJ	0	Students will perform at concert
5-22-10	Glenfield	6-8	Ward	Montclair High School	0	Students will perform at concert
6-9-10	Glenfield	7	Gill	Chinatown Body Exhibit, NYC	\$50	Students going to Bodies Exhibit to help reinforce human biology unit in science.
5-25-10	Glenfield	6-8	Pruksarnukul	Montclair High School, NJ	\$3	Debate-Forensic Competition
4-16-10 4-23-10 4-30-10	Glenfield	8	IMANI McCullough	Montclair State U	0	Mentoring Program
6-15-10	Bradford	Sp.Ed	O'Sullivan	Turtleback Zoo, NJ	\$15	This community outing is an opportunity for students with special needs to practice their communication skills, practice tolerating being around animals and to provide more exposure to new experiences.
5-12-10	Bradford	K-1	Klimik	Jenkinson's Aquarium Point Pleasant NJ	\$6	Study of marine life and environmental studies
5-13-10	Mt. Hebron	7-8	DeLuca	Montclair State U	0	Students are presenting their original research projects for ROGATE
4-30-10	Edgemont	K	DiPietro	Apple Store, Willowbrook Mall, Wayne NJ	\$15	Computer literacy-students will create and present a multimedia presentation
4-10-10	Hillside	4-5	D'Amico	Atlantic City, NJ	0	Musical opening for the Cesars Tennis Classic
6-17-10	Hillside	3	Schatzman	IMAX Theatre, Palisades Center, West Nyack, NY	\$15	Students will be viewing 2 educational films, both correlate to the science curriculum.
6-11-10	Nishuane	1-2	Wiedmann	Turtleback Zoo	\$10	To extend and enrich the study of animals, their survival and habitats.

5-6-10	Nishuane	2	Sally	Museum of Natural History, NYC	\$15	Compare and contrast essential characteristics that distinguish living things from non-living things
4-15-10	Nishuane	2	Hurling	Montclair Art Museum	0	Introduction to portraiture through observation, discussions and hands on activities.
4-26-10	Rand	4	DuMont	Ellis Island Museum, NY	\$13	The children are studying immigration in New Jersey history.
5-20-10	Watchung	K	Alvarez	Montclair Art Museum	\$6.00	Kindergarten will use aesthetic knowledge in response to visual arts. Student will develop, apply and reflect upon knowledge of the process of critique.

BE IT FINALLY RESOLVED that the field trips are approved in accordance with the New Jersey Department of Education Accountability Regulations.

Seconded by *Mrs. Taylor* and approved by a roll call vote:

	AYE	NAY	ABSTAIN	ABSENT
John Carlton	X			
Shirley Grill				X
Robert Kautz	X			
Leslie Larson	X			
Shelly Lombard	X			
Ronald Riddick	X			
Carmen Taylor	X			

M. BUSINESS

1. Budget Resolution

Mrs. Taylor moved to approve the following resolution:

Resolution re: Receipt of Certificates from the Board of School Estimate to the Montclair Board of Education of the Township of Montclair, New Jersey, and the Council of the Township of Montclair, New Jersey, Relating to the 2010-2011Operating and Capital budgets.

BE IT RESOLVED that the Montclair Board of Education acknowledges receipt of the attached Certificates of the Board of School Estimate to the Board of Education of the Township of Montclair, New Jersey, and the Council of the Township of Montclair, New Jersey, relating to the School District Budget for the 2010-2011 school year as follows:

- 1. The 2010-2011 School District Budget
- 2. The Authorization of School Bonds for Capital Purposes

Seconded by *Mrs. Lombard* approved by a roll call vote:

	AYE	NAY	ABSTAIN	ABSENT
John Carlton	X			
Shirley Grill				X
Robert Kautz	X			
Leslie Larson	X			
Shelly Lombard	X			
Ronald Riddick	X			
Carmen Taylor	X			

2. Resolution re: Monthly Budget Reports and Bills and Claims

Mr. Riddick moved to approve the following resolution:

RESOLVED that pursuant to N.J.A.C.6A:23-2.11©3, the Montclair Board of Education certifies that 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), and that pursuant to N.J.A.C.6A:23-2-11(c)4, after review of the board secretary's monthly financial reports, in the minutes of the Board each month, the Montclair Board of Education certifies that no major account or fund has been overexpended in violation of N.J.A.C.6A:23-2.11(b), and

BE IT FURTHER RESOLVED that the Montclair Board of Education approves the attached Bills and Claims for the month of April, 2010 in the amount of \$3,933,254.24 and the attached Appropriation Adjustments for the month of March, 2010 in the amount of \$19,251.25 and

BE IT FURTHER RESOLVED that the Montclair Board of Education does hereby approve the request for tax levy from the Township of Montclair in the amount of \$8,500,000.00 for the month April, 2010 and

BE IT FINALLY RESOLVED that the Montclair Board of Education acknowledges receipt of the attached Budget Reports for the month of March, 2010, the Secretary's Report for the month of March, 2010, and the Treasurer's Report for the months of January, 2010 and February, 2010.

Seconded by *Mrs. Lombard* approved by a roll call vote:

	AYE	NAY	ABSTAIN	ABSENT
John Carlton	X			
Shirley Grill				X
Robert Kautz	X			
Leslie Larson	X			
Shelly Lombard	X			
Ronald Riddick	X			
Carmen Taylor	X			

3. Resolutions

a. Resolution re: State Aid

Mr. Kautz moved to approve the following resolution:

WHEREAS the Montclair School District, through careful budgeting, efficient use of resources, membership in buying consortia, shared services agreements and savings in energy and other unpredictable costs, was able to accumulate approximately \$4 million in the district's reserve account, and

WHEREAS the recent reduction in 2009-10 state aid resulted in the loss of \$1.5 million in reserve funds to the Montclair School District, and

WHEREAS the proposed cuts in 2010-11 state aid of 5% of the budget will result in a loss of \$5.4 million in the 2010-11 school budget for the Montclair School District, and

WHEREAS these proposed cuts in state aid will result in the Montclair School District losing 60% of the state aid due to the district under the school funding formula currently in effect, and

WHEREAS the cuts in state aid in both FY 2010 and FY 2011 will have a devastating impact on the Montclair School District in terms of essential programs, staff levels and extracurricular activities, and

WHEREAS the cuts in state aid to the Montclair School District may seriously challenge the district's ability in the future to maintain its high level of services and programs to students,

NOW, THEREFORE, BE IT RESOLVED this 12th day of April, 2010, that the Montclair School District registers its serious concern with the state aid cuts and strongly encourages Governor Christie and the State Legislature to return state aid to the Montclair School District in accordance with the School Funding Reform Act of 2008.

Seconded by *Ms. Larson* approved by a roll call vote:

	AYE	NAY	ABSTAIN	ABSENT
John Carlton	X			
Shirley Grill				X
Robert Kautz	X			
Leslie Larson	X			
Shelly Lombard			X	
Ronald Riddick	X			
Carmen Taylor	X			

b. Resolution re: Designation of Signatories for Board of Education Deposits

Mrs. Lombard moved to approve the following resolution:

WHEREAS, New Jersey Statutes designate the President and Secretary as officers of the Board of Education responsible for withdrawals against Board of Education depository accounts,

NOW, THEREFORE BE IT RESOLVED that the necessary signatures identifying the President of the Board, Secretary of the Board and the Treasurer of School Monies and appropriate documentation required by the Board depositories be completed and forwarded to the banking authorities for the following account:

- .* Investors Savings Bank General Fund
- * For investment purposes only, CDs or M/M. No checking accounts.

BE IT FURTHER RESOLVED that in the absence of the Board President, the Board Vice President shall be empowered to execute transactions on the aforementioned account, and

BE IT FURTHER RESOLVED that the Treasurer be empowered to execute transactions on the aforementioned account, and

BE IT FINALLY RESOLVED that the Secretary and the Assistant Board Secretary be authorized to furnish the necessary signatures, complete and forward the appropriate documentation required by the Board depositories in order to execute transactions with the aforementioned depository, effective immediately and until the next re-organizational meeting of the Board.

Seconded by *Mr. Kautz* approved by a roll call vote:

	AYE	NAY	ABSTAIN	ABSENT
John Carlton	X			

Shirley Grill		 	X
Robert Kautz	X	 	
Leslie Larson	X	 	
Shelly Lombard	X	 	
Ronald Riddick	X	 	
Carmen Taylor	X	 	

Change Orders

Mr. Riddick moved to approve the following:

a. Approval of Change Order #2 for Heating and Ventilating Systems and Equipment for New Elementary School

<u>Topic:</u> Supplies, equipment and services anticipated to be in excess of \$29,000 are subject to the bidding requirements of New Jersey Statutes 18A:18A-4 or are to be purchased under a State of New Jersey contract through the provisions of N.J.S. 18A:18A-10.

<u>Background Information</u>: In accordance with Public School Contract Law, specifications were prepared for the Board of Education by The Thomas Group, Architect for the Montclair Board of Education, advertised, and sealed bids received on March 19, 2008, for Heating and Ventilating Systems and Equipment for New Elementary School. The contract was awarded to Centralpack Engineering Corporation, 359 Green Pond Road, Hibernia, New Jersey, 07842, in the total amount of \$3,236,429.

<u>Superintendent's Recommendations</u>: It is my recommendation that the Montclair Board of Education approves change order #2 in the total amount of \$7,325.00 as follows:

*Labor, material, and equipment necessary to install combustion air louvers according to Tt PR HC-03 dated 1/21/10. The louvers were necessary once the water heater was relocated to the 2nd floor.

b. Approval of Change Order #3 for electrical work for New Elementary School

<u>Topic:</u> Supplies, equipment and services anticipated to be in excess of \$29,000 are subject to the bidding requirements of New Jersey Statutes 18A:18A-4 or are to be purchased under a State of New Jersey contract through the provisions of N.J.S. 18A:18A-10.

<u>Background Information:</u> In accordance with Public School Contract Law, specifications were prepared for the Board of Education by The Thomas Group, Architect for the Montclair Board of Education, advertised, and sealed bids received on March 19, 2008, for Electrical Work for New Elementary School. The contract was awarded to Sal Electric Company, Inc., 83 Fleet Street, Jersey City, New Jersey, 07306, in the total

amount of \$4,145,945 which includes the base bid of \$2,515,940 plus the alternates amounting to \$1,630,005.00.

<u>Superintendent's Recommendations</u>: It is my recommendation that the Montclair Board of Education approves change order #3 in the amount of \$3,619.00 as follows:

Labor, material and equipment necessary to install additional microphone jacks on the stage. \$3,619.00

Total amount of this change order: \$3,619.00

c. Approval of Change Order #19 and #20 for General Construction for New Elementary School

<u>Topic:</u> Supplies, equipment and services anticipated to be in excess of \$29,000 are subject to the bidding requirements of New Jersey Statutes 18A:18A-4 or are to be purchased under a State of New Jersey contract through the provisions of N.J.S. 18A:18A-10.

<u>Background Information:</u> In accordance with Public School Contract Law, specifications were prepared for the Board of Education by The Thomas Group, Architect for the Montclair Board of Education, advertised, and sealed bids received on March 19, 2008, for General Construction for New Elementary School. The contract was awarded to Niram, Inc., 91 Fulton Street, Unit #4, Boonton, New Jersey, 07005, in the total amount of \$12,949,800.00 which includes the base bid of \$12,377,000 and alternates totaling \$572,800.00.

<u>Superintendent's Recommendations</u>: It is my recommendation that the Montclair Board of Education approves change orders #19 for \$12,067.67 and #20 for \$6,812.00 as follows:

Total amount of this change order:	\$6,812.00
	\$6,812.00
Change Order #20: Labor and material necessary to install plastic laminate on the circular stair knee walls in main lobby.	¥ ,
Total amount of this change order:	\$12,067.67
the large trash compactor/dumpster.	\$12,067.67
necessary to extend the dumpster enclosure to accommodate	
Change Order #19: Labor, material and equipment	

Seconded by *Mrs. Taylor* approved by a roll call vote:

	AYE	NAY	ABSTAIN	ABSENT
John Carlton	X			
Shirley Grill				X

Robert Kautz	X	 	
Leslie Larson	X	 	
Shelly Lombard	X	 	
Ronald Riddick	X	 	
Carmen Taylor	X		

5. Contract Awards

Approval of the Renewal of contract for CCTV Security Systems, Intrusion Alarm Upgrade and Associated Maintenance 2010-2011 School Year.

Mrs. Lombard moved to approve the following:

<u>Topic:</u> Supplies, equipment and services anticipated to be in excess of \$29,000 are subject to the bidding requirements of New Jersey Statutes 18A:18A-4 or are to be purchased under a State of New Jersey contract through the provisions of N.J.S. 18A:18A-10.

<u>Background Information:</u> In accordance with Public School Contract Law, specifications were prepared, advertised, and sealed bids received on June 10, 2008, for CCTV Security Systems, Intrusion Alarm Upgrade and Associated Maintenance for the 2008-2009 school year. A contract was awarded to Triad Security Systems, 971 Lehigh Avenue, Union, New Jersey, 07083.

<u>Superintendent's Recommendations:</u> Since the CPI rate is currently negative, Triad Security Systems is required and has agreed to reduce their current 2009-2010 rates by 2% as per their March 30, 2010, letter (see attached). Therefore, I recommend that the Montclair Board of Education renews the contract for the 2010-2011 school year at the terms and conditions stated in their letter.

Seconded by *Mrs. Taylor* approved by a roll call vote:

	AYE	NAY	ABSTAIN	ABSENT
John Carlton	X			
Shirley Grill				X
Robert Kautz	X			
Leslie Larson	X			
Shelly Lombard	X			
Ronald Riddick	X			
Carmen Taylor	X			

6. Resolution re: Approval of the Personnel Report

Mr. Riddick moved to approve the following resolution:

WHEREAS, the Superintendent has recommended that the Board approved the actions contained in the attached Personnel Report.

NOW, THEREFORE, BE IT RESOLVED that the Board approves the Personnel Report of April 12, 2010, including the indicated individuals who have been hired under the Emergent Hiring Procedures as required by law.

Seconded by *Mrs. Lombard* approved by a roll call vote:

	AYE	NAY	ABSTAIN	ABSENT
John Carlton	X			
Shirley Grill				X
Robert Kautz	X			
Leslie Larson	X			
Shelly Lombard	X			
Ronald Riddick	X		- <u></u> -	
Carmen Taylor	X		- <u></u> -	

7. Resolution re: Out-of-District Placements

Mr. Riddick moved to approve the following:

WHEREAS, the Superintendent recommends that the Board approves the actions contained in the attached Out-of-District Placements.

BE IT RESOLVED that the Board approves the actions attached in the Out-of-District Placements of April 12, 2010.

Seconded by *Mr. Kautz* approved by a roll call vote:

	AYE	NAY	ABSTAIN	ABSENT
John Carlton	X			
Shirley Grill				X
Robert Kautz	X			
Leslie Larson	X			
Shelly Lombard	X			
Ronald Riddick	X			

Carmen Taylor	X	 	
COMMENTS			

1. Members of the Public

None.

N.

2. Board Members

Mrs. Taylor stated that it is critical that teachers are able to have professional development time. She Commended Terry Trigg-Scales and the Department of Instruction for their work on the professional development plan.

Mr. Riddick commended Ms. Grill and Mrs. Lombard for their work on the budget. He also thanked Dr. Alvarez, and Mrs. Sullivan, Dr. Patterson, the MEA and all others who really worked hard for the students this year.

Mrs. Lombard thanked Dr. Alvarez, Mrs. Sullivan, and Dr. Patterson for their hard work on the budget this year. She added that they did an excellent job in getting things to work together.

Mr. Kautz thought this years' budget process was a learning process. He indicated that the Board administration, parents and participants received a very intense education on the budget process and found ways to creative solutions to save jobs. He concluded that the Board cannot wait for the State to dictate what. Funding projections are for the next school year so they will begin the budget process much earlier than this year.

Mr. Carlton stated that it is difficult to look at the amount of cuts that had to be made. He stated that he is grateful for everyone going through the budget process. He stated that it was extraordinarily difficult and historic. He stated that this years' budget was the beginning of upcoming difficult times.

O. ANNOUNCEMENT OF FUTURE MEETING DATES

The next meeting of the Board of Education will be held on Monday, May 3, 2010 and will open at 6:30 p.m. in public but will go immediately into executive session. The meeting will reconvene in public at approximately 7:30 p.m. in the Atrium of the George Innes Annex, 141 Park Street.

P. ADJOURNMENT

At 9:03 p.m. *Mrs. Lombard* moved to adjourn the meeting; seconded by *Mr. Kautz* and approved by a vote of 6-0.