

WASHINGTON TOWNSHIP BOARD OF EDUCATION

District Re-Organization & Regular Meeting

Monday, May 12, 2025

7:00 p.m.

A. AGENDA:

1. Call to order by President.

Time: _____

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, the Washington Township Board of Education has caused notice of this meeting to be emailed on January 8, 2025, to the Clerk of Washington Township, posted on the district website and in both Brass Castle and Port Colden Schools.

2. Roll Call:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Present							

3. Flag Salute

Re-Organization Motions:

4. Motion by _____, seconded by _____, to move the following motions for approval as recommended by the Superintendent. (a-ii):

RCV:

a. To adopt the following Mission Statement:

It is the mission of the Washington Township School District to provide a high-quality, comprehensive education that nurtures the whole child and prepares them for a lifetime of learning and success. We are committed to creating a safe, caring, and inclusive environment where every student is valued and respected. Through a rigorous, standards-based curriculum and innovative instructional practices, we strive to foster a love of learning and inspire our students to achieve their full potential. We believe in the importance of strong partnerships with families, community organizations and other stakeholders to promote student success and well-being.

b. To adopt the most current edition of Roberts Rules of Order as the official guide of parliamentary procedure governing all actions of this Board, except in those instances where those provisions may conflict with any of the established rules under NJ State Law, administrative code, or Board policy.

c. To establish the agenda for the 2025-2026 school year as follows: Call meeting to order, Presentations, Public Input (agenda items), Minutes, Secretary's/Cash Report, Superintendent Report, Principal's Report, Correspondence, Committee Reports: Facilities, Education, Personnel, Finance and Policy, Public Input (old and/or new business), Executive Session (when necessary), Open Session, Adjournment.

d. To approve the Washington Township School District Job Description Manual.

- e. To approve the following finance appointments/re-appointments for the 2025-2026 school year.

Board Secretary	Jean Flynn
Custodian of Public Records	Jean Flynn
Title 9 Compliance Officer for Contracts	Jean Flynn
Flexible Spending Account Administrator	Jean Flynn
Public Agency Compliance Officer	Jean Flynn
Purchasing Agent	Jean Flynn

- f. To approve the following Education and Personnel appointments/re-appointments for the 2025-2026 school year.

504 Case Manager	Deborah Tierney
504 Coordinator Manager	Jessica Garcia
Accountability Officer/IDEA	Jessica Garcia
Accountability Officer/ESSA	Keith Neuhs
Affirmative Action Officer	Jessica McDonagh
AHERA Coordinator	Michael Angeloni
Anti-Bullying Coordinator	Deborah Tierney
Anti-Bullying Specialist	Jennifer Borusovic
Attendance Officer	Jessica McDonagh
Asbestos Management Officer	Michael Angeloni
Chemical Hygiene Officer	Michael Angeloni
Civil Rights Officer	Keith Neuhs
Curriculum Coordinator	Keith Neuhs
District Testing Coordinator	Jessica McDonagh
Emergent Services	St. Luke's New Beginnings Pediatrics
ESSA Coordinator	Keith Neuhs
HCS/Right to Know Contact	Michael Angeloni
Health and Safety Designee	Michael Angeloni
Indoor Air Quality Officer	Michael Angeloni
Liaison for Homeless Children	Jessica Garcia
School Safety Coordinator	Keith Neuhs
Substance Awareness Coordinator	Jennifer Borusovic
Title 9 Compliance Office	Keith Neuhs

- g. To appoint Jennifer Hikade, as acting Board Secretary in the absence of the Board Secretary for the 2025-2026 school year.
- h. To approve Jennifer Hikade, as New Jersey Division of Pensions and Benefits Certifying Officer, and Jean Flynn, as New Jersey Division of Pensions and Benefits Supervisor of the Certifying Officer.
- i. To approve the bid threshold at \$44,000 and quote threshold at \$6,600 as per 18A:18A-3.
- j. That First Hope Bank be used as depository of school funds and PNC Bank for Cafeteria funds.
- k. To authorize the President and Vice-President as two officers authorized to sign checks and other corporate obligations of the Board. Board President signature stamp to be used in accordance with Board Policy.

- l. That the Superintendent and Board Secretary or the Acting Board Secretary in the absence of the Board Secretary, be the authorized signatures for the following accounts: Student Activity, Port Colden Schoolhouse and SUI. Interest earned on Student Activity Account to be distributed proportionately to individual accounts.
- m. That checks for the operating account be signed by the President or alternate and the Board Secretary. Board President signature stamp to be used in accordance with Board Policy.
- n. The checks for payroll and agency be signed by the Board President or Vice-President in the absence of the President. Board President’s signature stamp to be used in accordance with Board Policy.
- o. That the Board Secretary be authorized to invest school funds at the best interest rates available in any bank approved as a depository for public funds.
- p. To appoint Brown & Brown, Public Risk Advisors of NJ, as the School Insurance Broker.
- q. To appoint Brown & Brown Benefit Advisors, Inc., as the School Health Insurance Broker.
- r. To appoint Ameriflex, as the Flexible Spending Broker of record.
- s. To designate The Express Times, The Star Ledger and NJ Herald as official newspapers for notices pertaining to Board meetings and legal advertising.
- t. To appoint PlanConnect as our third-party administrator for our 403(b) Plan.
- u. To approve the following 403b Plan Investor Providers for the 2025-2026 school year.

FTJ Fund Source	Security Benefit
Lincoln Investments	The Legend Group
Oppenheimer	

- v. To approve the following 403b Plan Financial Advisors for the 2025-2026 school year.

Jeffrey Febbo	Patrick O’Keefe
Stephen Frazer	Jonathan H. Peck

- w. To approve the following Disability Insurance Plans.

Prudential Insurance – Teachers, Administrators and Support Staff
The Hartford – Administrators, Support Staff

- x. To authorize the Superintendent to dispose of equipment.
- y. To authorize the Board Secretary to pay bills prior to Board approval in the event of a board meeting held after the 15th of the month or to secure a discount if paid within a certain time period and to adopt the 25th of the month to be the cutoff date for receiving bills for the payment of the next months’ bills.
- z. To designate the Superintendent to approve budget line-item transfers between Board Meetings to be ratified by the Board at their regular meeting regular meeting as per N.J.S.A.18A:22-8.1.
- aa. To approve procurement of Goods and Services through State Agencies using the State Purchasing Contracts and Cooperative Purchasing Programs, for the 2025-2026 school year.
- bb. To approve the Washington Township Pest Management Plan.
- cc. To approve the Washington Township Board of Education Emergency/Crisis Management Plan.
- dd. To set the substitute rates for the 2025-2026 school year as listed.

POSITION	RATE
Clerical	\$16.50 an hour
Custodian	\$16.50 an hour
Paraprofessional	\$100.00 per diem
Nurse	\$200.00 per diem
Teacher	\$110.00 per diem

- ee. To approve and adopt The Uniform Minimum Chart of Accounts for NJ Public Schools issued by the State of NJ Department of Education, Division of Finance.
- ff. To approve the following tuition rates for the 2025-2026 school year.

Pre-School/Kindergarten	\$15,627
Grades 1-5	\$17,399
Grade 6	\$23,089
LLD	\$38,177
MD	\$39,890

- gg. To approve the following resolution; WHEREAS, the Board approves a direct deposit program, compliance by an employee shall be mandatory. The Board shall make available for those employees required to have their net pay direct deposited in accordance with the provisions of N.J.S.A. 52:14 all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable Federal law, only on the Internet with restricted access and policies and procedures to protect the integrity and confidentiality of the information. The Board will continue to complete the payroll check distribution verification process as required on N.J.A.C 6A:23A-5.7 and Policy 6510. NOW THEREFORE, BE IT RESOLVED, that the mandatory direct deposit program will be continued for the 2025-2026 school year.
- hh. To approve the Marzano Teacher Evaluation Model, for teacher evaluations, for the 2025-2026 school year.
- ii. To approve the AchieveNJ Principal and Asst./Vice Principal Evaluation Model, for principal evaluations, for the 2025-2026 school year.

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

5. Motion by _____, seconded by _____, to move the following motions for approval as recommended by the Superintendent. (jj-II):

RCV:

- jj. To approve the adoption of the 2025-2026 curricula, services, programs, textbooks, novels, series, and all supplemental materials that support these curricula and programs.
- kk. To adopt the Washington Township School District Policy and Regulations manuals. *(In the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies, and parts of policies shall remain in full effect.)*

- ll. To approve the Book and Media List for the 2025-2026 school year, as recommended by the Superintendent. **(Attachment #14)**

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

6. Motion by _____, seconded by _____, to approve the minutes and executive session minutes of April 28, 2025, as presented. **(Attachment #1 & #1a)**

MV:

B. PUBLIC QUESTIONS AND DISCUSSION: (Agenda items)

(The public may speak for three (3) minutes unless they have requested to be on the agenda.)

C. SECRETARY’S REPORT:

7. Motion by _____, seconded by _____, to approve the Student Activity and Cafeteria Report for the month ending March 31, 2025, as presented. **(Attachment #2)**

MV:

8. Motion by _____, seconded by _____, to approve the attached transfers, as recommended by the Superintendent. **(Attachment #3)**

RCV:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

9. Motion by _____, seconded by _____, to approve the Bills List for April 2025. **(Attachment #4)**

MV:

10. Motion by _____, seconded by _____, to approve the Board Secretary’s and Cash Reports for the month ending March 31, 2025, as presented. **(Attachment #5)**

RCV:

BE IT RESOLVED that the Washington Township Board Secretary, pursuant to N.J.A.C. 6A:23A-16, 10(c) 3, does hereby certify that as of the date of these reports, no line-item account has encumbrances and expenditures, which in total exceed the line-item appropriation in violation of N.J.A.C. 6A: 23A-16.10 (a);

BE IT FURTHER RESOLVED that the Superintendent recommends that the Washington Township Board of Education accept the monthly financial reports of the Secretary and further recommends, in compliance with N.J.A.C. 6A: 23A-16.10 (c) 4, that the Board of Education Certifies that no major account has been over expended in violation of N.J.A.C. 6A: 23A-16.10 (b), and that as of this report sufficient funds are available to meet the District’s financial obligations for the remainder of the year.

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

D. SUPERINTENDENT’S REPORT: (Attachment #6)

11. Motion by _____, seconded by _____, to approve the following personnel for the 2025 Extended School Year Program, at Port Colden School, July 7, 2025, through August 1, 2025, 8:30am - 12:30pm, pending completion of employment requirements, as recommended by the Superintendent.
RCV:

STAFF MEMBER	POSITION	RATE
Elizabeth Anema	Nurse	\$38.13 *
Heather Kerner	BCBA	\$38.13*
Katherine Ferrara	OT	\$38.13*
Joan Pare	Teacher	\$38.13*
Toni Smith	Teacher	\$38.13*
Susan Graham	Teacher	\$38.13*
Andrew Rusnak	Teacher	\$38.13 *
Melanie Ward	Teacher (ABA Provider)	\$38.13*
Megan Krukowski	Teacher	\$38.13*
Deanna Concato	Sub Teacher	\$38.13*
Jennifer Kruger	Sub Teacher	\$38.13*
Sheridan Mecca	Paraprofessional ABA Level 1	\$21.50
Rekha Joneja	Paraprofessional	\$17.25
Katie Faitoute	Paraprofessional	\$17.25
Rylie Rhinehart	Paraprofessional	\$16.75
Katherine Amon	Paraprofessional	\$16.75
Ava Rhinehart	Paraprofessional	\$16.75
Emma Smith	Paraprofessional	\$16.75
Eliana Schiano-DiCola	Paraprofessional	\$16.75
Isabella Soto	Paraprofessional	\$16.75
Molly Margolin	Paraprofessional	\$16.75
Julianna Fox	Paraprofessional	\$16.75
Colleen Morea	Sub Paraprofessional	\$26.00
Barbara Pierson	Sub Paraprofessional	\$23.50
Rebecca Anema	Sub Paraprofessional	\$17.00

***24/25 Teacher Rate until WTEA contract is ratified**

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yencha	Karen Graf
Yes							
No							
Abstain							

12. Motion by _____, seconded by _____, to approve summer hours for the following staff to service students in the district from July 1, 2025 - August 22, 2025, up to 5 days, as recommended by the Superintendent.

RCV:

Jennifer Borusovic	School Psychologist
Katherine Ferrara	Occupational Therapist
Nicole Smith	Speech Specialist
Deborah Tierney	School Counselor
Rebecca Whalen	LDTTC
Heather Kerner	BCBA

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yencha	Karen Graf
Yes							
No							
Abstain							

13. Motion by _____, seconded by _____, to approve the following Independent Therapists for the 2025-26 school year, as recommended by the Superintendent.

RCV:

Bonnie Adamski	Home ABA Therapist/Teacher	\$55.00 hr.
Michele DeSanto	Avalon Therapy, LLC	\$101.00 hr.
Barbra Mehringer	The Spoken Path, LLC	\$150.00 hr.

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yencha	Karen Graf
Yes							
No							
Abstain							

14. Motion by _____, seconded by _____, to approve the healthcare staffing agreement between the Washington Township Board of Education and Best Choice Home Care, LLC to provide substitute school nursing, for the 2025-26 school year, at the following rates as recommended by the Superintendent. **(Attachment #7)**

RCV:

\$73.00 per hour for services rendered by a RN or LPN

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

15. Motion by _____, seconded by _____, to enter into a Coordinated Transportation Agreement with Warren County Special Services School District for the 2025-2026 school year with an administrative cost of 4.5%, as recommended by the Superintendent. **(Attachment #8)**

RCV:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

16. Motion by _____, seconded by _____, to approve the Memorandum of Agreement, between Warren County Special Services School District and Washington Township School District, to provide as needed services, as per rate sheet, effective July 1, 2025 – June 30, 2026 with an administrative cost of 6%, as recommended by the Superintendent. **(Attachment #9)**

RCV:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

17. Motion by _____, seconded by _____, to enter into a Joint Transportation Agreement with Sussex County Regional Cooperative for the 2025-2026 school year, with an administrative cost of 4%, as recommended by the Superintendent. **(Attachment #10)**

RCV:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

18. Motion by _____, seconded by _____, to approve the 2025-2026 Independent Evaluators and Reasonable Rates, as recommended by the Superintendent. **(Attachment #11)**

RCV:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

19. Motion by _____, seconded by _____, to approve PL2015, as recommended by the Superintendent. **(Attachment #12)**

RCV:

Pursuant to PL2015, Chapter 47 the Washington Township Board of Education intends to renew, award, or permit to expire the attached list of contracts previously awarded by the board of education. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18 et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. Compliance with new contracts, not listed here, will be addressed prior to board action.

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yencha	Karen Graf
Yes							
No							
Abstain							

20. Motion by _____, seconded by _____, to award the following contracts without competitive bidding as professional services, for the 2025-2026 school year, pursuant to N.J.S.A. 18A:18A-5a(1), as recommended by the Superintendent.

RCV:

SERVICE	AWARDED TO
Applied Behavioral Analysis (ABA) Home Services	Bonnie Adamski
Architect	Gianforcaro, Architects/Engineers
Auditor	Anthony Ardito & Co., LLP
Board Attorney	Scarinci & Hollenbeck
Data Warehousing/Assessment Analytics	Curriculum Associates
Historical Grant Writer	Eclectic Architecture, LLC
Physical Therapy	Michele DeSanto – Avalon Therapy, LLC
School Physician	St. Luke’s New Beginnings Pediatrics - Dr. Charles Evans III, MD
Student Information System	Oncourse Systems

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yencha	Karen Graf
Yes							
No							
Abstain							

21. Motion by _____, seconded by _____, to approve R&L Data Centers, Inc., 2025-2026 payroll and related services agreement, as recommended by the Superintendent.

RCV:

Per Payroll Charge	\$424.00
Additional Payroll Charge	\$424.00 (fixed cost)
W-2 Preparation & Filing Costs	\$150.00 plus \$8.00 per W-2 prepared

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

22. Motion by _____, seconded by _____, to approve the Professional Development Programs, as recommended by the Superintendent.

RCV:

Staff Member	Type of Travel/Workshop	Registration Fee	Dates	Mileage RT	Parking	Tolls	Lodging	Meals
Susan Graham	NJ Universal Literacy Screening Guidance	\$0 (Webinar)	May 20, 2025	-	-	-	-	-
Rebecca Rader	NJ Universal Literacy Screening Guidance	\$0 (Webinar)	May 20, 2025	-	-	-	-	-

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

23. Motion by _____, seconded by _____, to approve Summer Sozanski, Teacher, BA Step 1, salary to be \$54,090, for the 2025-2026 school year (salary to be adjusted upon the ratified WTEA negotiated contract), upon completion of employment requirements, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

24. Motion by _____, seconded by _____, to approve the following teacher as *formal* mentor for the 2024-25 school year, as recommended by the Superintendent.

RCV:

FORMAL MENTOR	STAFF MEMBER
Rebecca Rader	Jennifer Crilly – 1 st Year

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

25. Motion by _____, seconded by _____, to approve the following Personnel for the 2024-2025 school year, pending satisfactory completion of hiring requirements, as recommended by the Superintendent.

RCV:

Employee	Position	Salary/Rate/Per Diem
Jennifer Campbell	Part time Secretary	\$18.50 hr.
Shania Bazelais	Substitute Custodian	\$16.50 hr.
Julianna Fox	Substitute	Daily Rate
Jaelynn Miller	Substitute	Daily Rate
Lauren Iverson	Substitute	Daily Rate

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

E. PRINCIPALS' REPORT (Attachment #13)

F. COMMITTEE REPORTS

Education:

26. Motion by _____, seconded by _____, to approve the grant submission to the Office of Learning Equity and Academic Recovery (LEAR), for Funding for Optimal Comprehensive Universal Screeners (FOCUS)25-TL02-G0, as recommended by the Superintendent.

RCV:

	Jasmine Francisco	Edward Kemp	Jennifer Knittel	Nicholas Riess	Patrick Rock	Robert Yench	Karen Graf
Yes							
No							
Abstain							

Facilities:

Finance & Policy:

Personnel:

G. PUBLIC QUESTIONS AND DISCUSSION - old and/or new business

(The public may speak for three (3) minutes on non-agenda items unless they have requested to be on the agenda.)

H. EXECUTIVE SESSION - if required as indicated in items i below:

27. Motion by _____, seconded by _____, the Board of Education of the Washington Township School District in the County of Warren, will adjourn into a closed meeting to discuss the item (s) which falls within an exception of our open meetings policy and permits the Board to have a private discussion, since it deals with specific exceptions contained in N.J.S.A. 10:4-12 b.

- a. Matters rendered confidential by Federal Law, State Law, or Court Rule.
- b. Individual privacy
- c. Collective bargaining agreements
- d. Purchase or lease of real property if public interest could be adversely affected
- e. Investment of public funds if public interest could be adversely affected
- f. Tactics or techniques utilized in protecting public safety and property
- g. Pending or anticipated litigation
- h. Attorney-client privilege
- i. Personnel - employment matters affecting a specific prospective or current employee

Be it resolved that the Board will now go into private session to discuss matters rendered confidential by Individual privacy. Any discussion held by the Board, which need not remain confidential, will be made public as soon as practical. Minutes of the private session will not be disclosed until the need for confidentiality no longer exists. All appropriate persons, who may be discussed in private session, have been adequately notified.

MV: _____ Time: _____

28. Motion by _____, seconded by _____, to return to open session.

MV: _____ Time: _____

29. Motion by _____, seconded by _____, to approve certified staff appointments for the 2025-2026 school year, as recommended by the Superintendent. **(Attachment #15)**

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

30. Motion by _____, seconded by _____, to approve paraprofessional appointments and hourly rates for the 2025-2026 school year, as recommended by the Superintendent. **(Attachment #15)**

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

31. Motion by _____, seconded by _____, to approve the administrative and support staff salaries, for the 2025-2026 school year, as recommended by the Superintendent. **(Attachment #15)**

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

32. Motion by _____, seconded by _____, to approve Jean Flynn, Business Administrator/Board Secretary/Facilities & Transportation Supervisor’s contract for the 2025-2026 school year, as approved by the Warren County Executive Superintendent, as recommended by the Superintendent. **(Attachment #15)**

RCV:

	Kristopher Eisner	Edward Kemp	Jennifer Knittel	Kimberley Morris	Nicholas Riess	Patrick Rock	Karen Graf
Yes							
No							
Abstain							

I. ADJOURNMENT

33. Motion by _____, seconded by _____, to adjourn.

MV: _____

Time: _____