

BOARD OF EDUCATION  
Reorganization Meeting  
**VIRTUAL**  
May 20, 2020 6:00 p.m.

IRVINGTON, NEW JERSEY

1. CALL TO ORDER BY THE BOARD SECRETARY
2. SALUTE TO THE FLAG
3. OPEN PUBLIC MEETING ACT NOTICE BY THE SECRETARY
4. RESULTS OF THE TOWNSHIP OF IRVINGTON SCHOOL BOARD ELECTION – MAY 12, 2020
5. OATH OF OFFICE
6. ROLL CALL BY THE BOARD SECRETARY
7. ELECTION OF OFFICERS
8. RESOLUTION REGARDING BOARD OF EDUCATION MEETING NOTICES
9. RESOLUTION ESTABLISHING DATES FOR BOARD MEETINGS
10. RESOLUTION FOR DESIGNATION OF DEPOSITORIES FOR FUNDS OF THE BOARD OF EDUCATION
11. INTERNAL SCHOOL ACCOUNTS
12. BOARD POLICY BOOK
13. IRVINGTON PUBLIC SCHOOLS MISSION STATEMENT
14. REQUEST FOR TAXES FROM THE TOWNSHIP
15. ADMINISTRATIVE APPROVAL OF BILLS
16. RESOLUTION AUTHORIZING THE PROCUREMENT OF GOODS AND SERVICE THROUGH STATE AGENCY FOR THE 2020-2021 SCHOOL YEAR
17. AUTHORIZATION FOR PURCHASING OF GOODS AND SERVICES
18. APPOINTMENT OF TREASURER OF SCHOOL MONIES 2020-2021
19. APPOINTMENT OF AUDITOR SAMUEL KLEIN AND COMPANY 2020-2021
20. APPOINTMENT OF HUNT, HAMLIN & RIDLEY AS GENERAL AND LABOR COUNSEL TO THE IRVINGTON BOARD OF EDUCATION
21. LEGAL EXPENSES – HUNT, HAMLIN & RIDLEY

22. ELECTION OF BOARD OF EDUCATION MEMBER TO SERVE AS A MEMBER OF THE REPRESENTATIVE ASSEMBLY OF THE ESSEX REGIONAL EDUCATION SERVICES COMMISSION
23. VOTING DELEGATE – NEW JERSEY SCHOOL BOARDS
24. APPOINTMENT OF EXECUTIVE COUNCIL REPRESENTATIVE – ESSEX COUNTY SCHOOL BOARD ASSOCIATION
25. APPOINTMENT - URBAN BOARDS COMMITTEE
26. APPOINTMENT OF COMMITTEE MEMBERS
27. ADOPTION OF CODE OF ETHICS
28. NEW POSITION – ASSISTANT TO THE ASSISTANT SUPERINTENDENT
29. NEW POSITION – MAINTENANCE SUPERVISOR
30. ADMINISTRATIVE APPOINTMENTS
31. SETTLEMENT OF CONTRACT – IRVINGTON EDUCATION ASSOCIATION
32. PUBLIC COMMENT
33. CLOSED SESSION
34. MOTION TO ADJOURN

BOARD OF EDUCATION  
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**VIRTUAL**  
May 20, 2020 6:00 p.m.

IRVINGTON, NEW JERSEY

**1. CALL TO ORDER BY THE BOARD SECRETARY**

**2. SALUTE TO THE FLAG**

**3. OPEN PUBLIC MEETING ACT NOTICE BY THE SECRETARY**

In accordance with P.L. 1975 Chapter 231, adequate notice of this meeting was posted in the Administration Building and copies of said notice sent to the Star Ledger and the Township Clerk.

**4. RESULTS OF THE TOWNSHIP OF IRVINGTON SCHOOL BOARD ELECTION – MAY 12, 2020**

Budget Question –

YES	NO
2,354	440

Three (3) Years Term Board Members Results:

Syesha Benbow 1,847	Gene Etchison 2,028	Audrey Lyon 2,038
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One (1) Year Term Board Member Results

Annette Beasley 2,653	Gloria Chison 2,400
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**5. OATH OF OFFICE**

**6. ROLL CALL BY THE BOARD SECRETARY**

**7. ELECTION OF OFFICERS**

a. President  
 Nominee(s) \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Roll Call: \_\_\_\_\_

b. Vice-President  
 Nominee(s) \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Roll Call: \_\_\_\_\_

**8. RESOLUTION REGARDING BOARD OF EDUCATION MEETING NOTICES**

BE IT RESOLVED, that the Secretary of the Board of Education shall send notices including annual notices giving a time, date, location and to the extent known, the agenda of any regular, special or rescheduled meeting to either or both of the following newspapers; the Irvington Herald, the Star Ledger; and

BE IT FURTHER RESOLVED, that the official newspapers of the Irvington Board of Education shall be the Irvington Herald and the Star Ledger; and

BE IT FURTHER RESOLVED, that the Secretary of the Board of Education shall file all notices of any regular, special or rescheduled meetings with the Township Clerk for the Township of Irvington; and

BE IT FURTHER RESOLVED, that the Secretary of the Board of Education shall post all notices of any regular, special or rescheduled meeting [on the District website](#) and in the Administration Building; and

BE IT FURTHER RESOLVED, that the Secretary of the Board of Education shall send all notices to any individual requesting to be placed on a mailing list as provided by law in accordance with Board Policy.

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_

Roll Call:

**9. RESOLUTION ESTABLISHING DATES FOR BOARD MEETINGS**

BE IT RESOLVED, that meetings of the Irvington Board of Education will be held **VIRTUALLY until further notice at 6:00 pm** on the following dates. **(Subject to change)**

- Wednesday, August 19, 2020
- Wednesday, September 16, 2020
- Wednesday, October 21, 2020
- Wednesday, November 18, 2020
- Wednesday, December 16, 2020
- Wednesday, January 20, 2021
- Wednesday, February 17, 2021
- Wednesday, March 17, 2021
- Wednesday, April 28, 2021
- TBD Re-Organization
- Wednesday, May 19, 2021
- Wednesday, June 16, 2021
- Wednesday, June 23, 2021

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_

Roll Call;

**10. RESOLUTION FOR DESIGNATION OF DEPOSITORIES FOR FUNDS OF THE BOARD OF EDUCATION**

BE IT RESOLVED, that Investors Savings Bank, Bank of America, PNC Bank, TD Bank and Wells Fargo/Wachovia Bank be designated as depositories for school monies of the Irvington Board of Education; and

BE IT FURTHER RESOLVED, that the funds of the Irvington Board of Education deposited in the above-cited depositories be subject to withdrawal and warrants or other orders for the payment of money when signed on behalf of the Board of Education by the President, or Vice President, the Board Secretary and the Treasurer of School Moneys; and

BE IT FURTHER RESOLVED, that available funds may be invested in certificates of deposits in the above-cited depositories; and

BE IT FURTHER RESOLVED that the Board Secretary is directed to deposit all such funds in the aforementioned banks or the State of New Jersey Cash Management Fund and a copy of this resolution is sent to each of the institutions herein designated.

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_,

Roll Call:

**11. INTERNAL SCHOOL ACCOUNTS**

BE IT RESOLVED, that two signatures are required, the Principal, Vice Principal, Assistant Principal and the principal’s designee of each school be authorized to sign checks or documents necessary to continue the Internal School Accounts of each school in the banks or savings and loan institutions wherein school funds are deposited. Such funds need to be in an Interest Bearing account.

BE IT FURTHER RESOLVED, that two signatures are required on each authorized check. The signors must be the Principal and either the Vice Principal, Assistant Principal or the principal’s designee.

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_

Roll Call:

**12. BOARD POLICY BOOK**

BE IT RESOLVED, that the Policy and Regulation Manuals of the Irvington Township Board of Education be re-adopted. The Board Policy Book can be reviewed in the Office of The Board Secretary.

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_,

Roll Call:

**13. IRVINGTON PUBLIC SCHOOLS MISSION STATEMENT**

BE IT RESOLVED, the Irvington Public School envision a community of learners dedicated to academic excellence through a combination of critical thinking and life skills which define the education of the whole child wherein the major focus of the school system is to improve academic achievement for all students.

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_

Roll Call:

**14. REQUEST FOR TAXES FROM THE TOWNSHIP**

RESOLVED, that the amount of District taxes including the debt service requirement needed to meet the obligations of this Board of Education for the 2020-2021 school year is \$17,459,529.00, and the Township of Irvington is hereby requested to transfer the proceeds to the Irvington Board of Education as listed: Funds are due by the 1st day of each month.

July, 2020	\$1,454,960.75
August, 2020	1,454,960.75
September, 2020	1,454,960.75
October, 2020	1,454,960.75
November, 2020	1,454,960.75
December, 2020	1,454,960.75
January, 2021	1,454,960.75
February 2021	1,454,960.75
March, 2021	1,454,960.75
April, 2021	1,454,960.75
May, 2021	1,454,960.75
June, 2021	<u>1,454,960.75</u>
	<b>\$17,459,529.00</b>

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_

Roll Call:

**15. ADMINISTRATIVE APPROVAL OF BILLS**

RESOLVED, that the Board of Education, pursuant to N.J.S.A. 18A:19-2, approves authorizing the chief school administrator or her designee to administratively approve the payment of bills for students’ needs, pursuant to N.J.S.A. 18A:19-4.1. Payments approved by the chief school administrator or her designee shall be reported to the Board, ratified and duly recorded in the minutes at a subsequent meeting of the Board.

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_

Roll Call:

**16. RESOLUTION AUTHORIZING THE PROCUREMENT OF GOODS AND SERVICE THROUGH STATE AGENCY FOR THE 2020-2021 SCHOOL YEAR**

WHEREAS, TITLE 18A-18A-10 provides that the Board of Education, without advertising for bids may by resolution purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the state division of purchase and property; and

WHEREAS, the Irvington Board of Education desires to authorize its purchasing agent for 2019-2020 to make any and all purchases necessary to meet the needs of the school district throughout the school year;

NOW THEREFORE BE IT RESOLVED that the Irvington Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property by utilizing the various vendors approved by the state.

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_

Roll Call:

**17. AUTHORIZATION FOR PURCHASING OF GOODS AND SERVICES**

WHEREAS, the Irvington Board of Education, pursuant to N.J.S.A. 18A:18A-3(a), designates, Reggie Lamptey, CPA, Assistant Superintendent/Board Secretary, as the Qualified Purchasing Agent for the Board of Education and authorizes him to award contracts, in full accordance with the law, for purchases that do not exceed in the aggregate in a contract year the total sum of \$40,000.00, (bid threshold) without public advertising) for bids. Furthermore, is authorized to solicit competitive quotations pursuant to N.J.S.A. 18A:18A-37(a) and to award contracts pursuant to N.J.S.A. 18A:18A-37(c).

WHEREAS, pursuant to N.J.A.C. S:34-8.3, et seq., the Irvington Board of Education further authorizes the Qualified Purchasing Agent to seek either competitive quotations or competitive bids when original determination of aggregation are found to be more than anticipated or incorrect.

WHEREAS, pursuant to N.J.S.A.18A:18A-2(b), the Qualified Purchasing Agent, is designated to have the power to prepare advertisements, to advertise for and to receive bids. In accordance with N.J.S.A.18A:18A21(b) is authorized to publicly receive bids, unseal them and announce the contents.

NOW THEREFORE BE IT RESOLVED, that all purchases made by the Irvington Board of Education shall be done through the purchase order system. Pursuant to N.J.S.A. 18A:18A-2(v), a purchase order is a document issued by the purchasing agent authorizing a purchase transaction with a vendor to provide goods or to perform services.

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_

Roll Call:

**18. APPOINTMENT OF TREASURER OF SCHOOL MONIES 2020-2021**

RESOLVED, that the Irvington Board of Education approves the appointment of Julyana Ortiz, 440 Shearer Avenue, Union, NJ 07083 as the Treasurer of School Monies, to complete bank reconciliations for the 2020-2021 fiscal year, at a fee of \$2,000.00, per month, not to exceed \$24,000.00. Said services are to be paid from account number 11-000-230-339-00-31, in accordance with the terms and conditions of a contract to be executed by the firm and the Irvington Board of Education.

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_  
Roll Call

**19. APPOINTMENT OF AUDITOR SAMUEL KLEIN AND COMPANY 2020-2021**

BE IT RESOLVED, that Samuel Klein and Company of Newark, New Jersey be appointed to audit the school district’s 2020-2021 accounts and financial transactions in accordance with federal and state auditing requirements and to perform other special services as required and authorized by the Board in accordance with the terms and conditions of a contract to be executed by the firm and the Irvington Board of Education for the 2020-2021 school year. Amount not to exceed \$80,625.00, (5% increase over last year) to be paid from account number 11-000-230-332-00-31.

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_  
Roll Call:

**20. APPOINTMENT OF HUNT, HAMLIN & RIDLEY AS GENERAL AND LABOR COUNSEL TO THE IRVINGTON BOARD OF EDUCATION**

WHEREAS, the Irvington Board of Education is desirous of retaining General Counsel and Labor Negotiations Counsel to represent the school district in a variety of legal matters; and

WHEREAS, the Irvington Board of Education is desirous of appointing the law firm of Hunt, Hamlin & Ridley in the capacity of General Counsel and Labor/Negotiations Counsel in the amount not to exceed \$425,000.00, for all matters related to the duties and responsibilities as General Counsel and Labor/Negotiations Counsel in accordance with the terms and conditions of a contract to be executed by the firm and the Irvington Board of Education;

NOW THEREFORE BE IT RESOLVED, that the Irvington Board of Education approves the appointment of the law firm of Hunt, Hamlin & Ridley as General Counsel and Labor/Negotiations Counsel for an amount not to exceed \$425,000.00, for all matters related to the duties and responsibilities as General Counsel and Labor/Negotiations Counsel in accordance with the terms and conditions of a contract to be executed by the firm and the Irvington Board of Education effective July 1, 2020 to June 30, 2021. Total cost not to exceed \$425,000.00, to be paid from account number 11-000-230-331-00-31.

ACTION:



Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_  
Roll Call:

**21. LEGAL EXPENSES – HUNT, HAMLIN & RIDLEY**

RESOLVED, that the Irvington Board of Education hereby approves the allocation of an amount not to exceed \$50,000.00, to cover court fees and expenses, including, but not limited to, filing fees, expert witness fees and depositions and transcripts fees which are directly related to litigation involving the Irvington Board of Education for the 2020-2021 school Year. The payment of expenses to be provided upon the production of an invoice to the Assistant Superintendent for Business. Total cost not to exceed \$50,000.00, to be paid from account number 11-000-230-590-00-31.

ACTION:  
Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_  
Roll Call:

**22. ELECTION OF BOARD OF EDUCATION MEMBER TO SERVE AS A MEMBER OF THE REPRESENTATIVE ASSEMBLY OF THE ESSEX REGIONAL EDUCATION SERVICES COMMISSION**

WHEREAS, pursuant to N.J.S.A. 18A:6-61 et seq., the Board of Education of the Township of Irvington must elect one of its members to represent it on the Representative Assembly of the Essex Regional Education Services Commission; and

WHEREAS, the Board of Education of the Township of Irvington has held such an election among its members;

NOW THEREFORE BE IT RESOLVED that the Superintendent of Essex Regional Education Services Commission be notified that \_\_\_\_\_ has been duly elected as a member of the Representative Assembly of the Essex Regional Education Services Commission;

BE IT FURTHER RESOLVED, that a copy of the minutes indicating such election be forwarded to the Executive Director of the Commission.

ACTION:  
Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_  
Roll Call

**23. VOTING DELEGATE – NEW JERSEY SCHOOL BOARDS**

BE IT RESOLVED, that \_\_\_\_\_ shall represent the Irvington Board of Education and be their voting delegate at meeting of the New Jersey School Boards Association. (18A:6-46) and further;

BE IT RESOLVED, that the Alternate Delegate shall be \_\_\_\_\_.

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_  
Roll Call:

**24. APPOINTMENT OF EXECUTIVE COUNCIL REPRESENTATIVE – ESSEX COUNTY SCHOOL BOARD ASSOCIATION**

The Board President does appoint \_\_\_\_\_ as Executive Council Representative to represent the Irvington Board of Education at the Executive Meetings of the Essex County School Boards Association. The Alternate shall be \_\_\_\_\_.

ACTION:  
Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_  
Roll Call:

**25. APPOINTMENT - URBAN BOARDS COMMITTEE**

The Board President does appoint \_\_\_\_\_ to represent the Irvington Board of Education on the Urban Boards Committee of the New Jersey School Boards Association. The Alternate shall be \_\_\_\_\_.

ACTION:  
Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_  
Roll Call:

**26. APPOINTMENT OF COMMITTEE MEMBERS**

The President of the Board does designate the following Board Members to be Members of the **Buildings and Grounds/Athletics Committee** with the first named Board Member as Chair:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The President of the Board does designate the following Board Members to be Members of the **By-Laws and Policy Committee** with the first named Board Member as Chair:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The President of the Board does designate the following Board Members to be Members of the **Curriculum/Technology Committee** with the first named Board Member as Chair:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The President of the Board does designate the following Board Members to be Members of the **Finance Committee** with the first named Board Member as Chair:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The President of the Board does designate the following Board Members to be Members of the **Negotiations Committee** with the first named Board Member as Chair:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The President of the Board does designate the following Board Members to be Members of the **Personnel Committee** with the first named Board Member as Chair:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The President of the Board does designate the following Board Members to be Members of the **School/Community Relations Committee** with the first Named Board Member as Chair:

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**27. ADOPTION OF CODE OF ETHICS**

RESOLVED, that the Board of Education understands and adopts the Code of Ethics for School Board Members as defined in Title 18A: 12-24.1, read and discuss the following:

**18A:12-24.1 Code of Ethics for Board Members.**

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow boards members, interpret to the staff the aspirations of the community for its school.

- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

ACTION:

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

Roll Call:

**28. NEW POSITION – ASSISTANT TO THE ASSISTANT SUPERINTENDENT**

RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent of Schools and approves the position of Assistant to the Assistant Superintendent and the job description for the 2020/2021 school year.

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_

Roll Call:

**29. NEW POSITION – MAINTENANCE SUPERVISOR**

RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent of Schools and approves the position of Maintenance Supervisor and the job description for the 2020/2021 school year.

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_

Roll Call:

**30. ADMINISTRATIVE APPOINTMENTS**

- 1. **BE IT RESOLVED**, that the Board of Education accepts the recommendation of the Interim Superintendent of Schools and approves the appointment of Dr. Matin Adegboyega, to the position of Assistant Superintendent for Curriculum and Instruction, replacing Dr. April Vauss, at an annual salary of \$157,000.00 (prorated for the remainder of the school year) plus the doctoral stipend, effective 5/28/2020, payable from account number 11-000-221-104-00-15.

- 2. **BE IT RESOLVED**, that the Board of Education accepts the recommendation of the Interim Superintendent of Schools and approves the appointment of Dr. Latee Walton-McCleod, to the position of Assistant to the Assistant Superintendent for Curriculum and Instruction, at an annual salary of \$150,000.00, plus the doctoral stipend, effective 7/20/2020, pending Criminal History Check, payable from account number 11-000-221-104-00-15.

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_

Roll Call:

**31. SETTLEMENT OF CONTRACT – IRVINGTON EDUCATION ASSOCIATION**

RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent of Schools and approves the settlement between the Irvington Board of Education and the Irvington Education Association (Teachers, Secretaries and Security Units), in accordance with the Memorandum of Agreement listing the specific terms of settlement for the term July 1, 2019 to June 30, 2024. Salary guides inclusive of increments to be mutually developed by both parties.

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_

Roll Call:

**32. PUBLIC COMMENT:**

Limit of 30 minutes total – three minutes per individual.

**33. CLOSED SESSION:**

“In accordance with the New Jersey Open Public Meeting Act, be it hereby resolved that the Irvington Township Board of Education meet in closed session on Wednesday, May 27, 2020, at 5:00 p.m. to address matters of personnel and attorney/client privilege.

It is expected that the matters discussed will be made public at the time that the need for confidentiality no longer exists.

**34. MOTION TO ADJOURN:**

ACTION:

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_

Roll Call