

**LINCOLN PARK PUBLIC SCHOOLS  
 LINCOLN PARK, NEW JERSEY  
 AGENDA  
 REGULAR MEETING  
 7:30 PM, LINCOLN PARK MIDDLE SCHOOL  
 MAY 26, 2009**

*District Mission Statement*

*The Lincoln Park School District will provide, through its schools, an educational setting that helps children to love and master learning, to work independently as well as collaboratively, and to develop the character and values that promote a healthy society. It is the school district's expectations that all students will achieve the New Jersey Core Curriculum Content Standards at all grade levels.*

**I. CALL TO ORDER**

**II. PLEDGE**

**III. PRESIDING OFFICER**

In accordance with the requirements of the Open Public Meetings Act, I wish to announce that:

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance 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 the act, the Lincoln Park Board of Education has caused notice of this meeting to be mailed to the Daily Record and The Record and posted at the Board of Education Administrative Offices and filed with the Town Clerk.

**ROLL CALL**

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>
Perry Mayers, President		
John Reardon, Vice President		
Frank Avena		
Tom Bellas		
Jack Gibbons		
Kevin Lancaster		
Lou Nazzaro		

Others Present:

James W. Grube, Superintendent  
 Nancy Rajoppi-Manno, Business Administrator/Board Secretary

**IV. APPROVAL OF MINUTES / APPROVAL OF EXECUTIVE MINUTES**

1. Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_

Roll call vote:

FA    TB    JG    KL    LN    JR    PM

- \* A.    **Recommending the approval of the minutes of the annual reorganization meeting of the Board of Education held on April 28, 2009.**
- \* B.    **Recommending the approval of the minutes of a regular meeting of the Board of Education held on May 12, 2009**
- \* C.    **Recommending the approval of the minutes of an executive session of the Board of Education held on May 12, 2009.**

**V. SUPERINTENDENT'S REPORT**

- A. Enrollment
- B. \*Suspension Report
- C. Changes to Agenda
- D. Business Administrator's Report
  - Fire Drills for the Month of April, 2009
    - Lincoln Park Elementary School: April 2, 2009 and April 24, 2009
    - Lincoln Park Middle School: April 2, 2009 and April 24, 2009

**VI. COMMITTEE REPORTS**

	<b>Committee</b>	<b>Chairperson</b>
A	Curriculum / Personnel	Tom Bellas
B	Finance / Facilities / Negotiations	Frank Avena
C	Policy / Public Relations	Lou Nazzaro
D	MCESC	Lou Nazzaro
E	NJSBA	Perry Mayers
F	MCSBA	Kevin Lancaster
G	Boonton High School Representative	Kevin Lancaster
H	High School	John Reardon

**VII. PRESENTATIONS**

**Lincoln Park Junior Girl Scout Troop 800 – Community Project**

**VIII. PUBLIC RECOGNITION REGARDING PUBLIC HEARING AND SCHOOL RELATED MATTERS**

1. Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, Opened at \_\_\_\_\_ P.M.
2. Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, Closed at \_\_\_\_\_ P.M.

**IX. RESOLUTIONS**

**A. ADMINISTRATION**

1. **BID REJECTION: LPMS PLAYING FIELD IMPROVEMENT PROJECT**  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 "WHEREAS, on April 23, 2008, the Lincoln Park Board of Education (the "Board") held an initial public bid opening for the Lincoln Park Middle School Playing Field Improvement Project (the "Project"); and WHEREAS, the Board, pursuant to N.J.S.A. 18A:18A-1, et seq., rejected all of the bids for the Project on the basis that they were not reasonable as to price because they substantially exceeded the Board's cost estimates and appropriation for the Project; and WHEREAS, the Board re-bid the Project and, on May 12, 2009, held a second public bid opening for the Project; and WHEREAS, upon the Board's consideration and analysis of the bids received, and upon the recommendation of the Board's design professional, the Board has determined that the bids are not reasonable as to price on the basis that they substantially exceed the Board's cost estimates for the Project; and WHEREAS, N.J.S.A. 18A:18A-5 permits the Board to negotiate and award a contract without public advertising for bids where the Board, on two occasions, has rejected the bids where it has determined that they are not reasonable as to price on the basis of cost estimates prepared for or by the Board prior to the advertising therefore. NOW, THEREFORE, BE IT RESOLVED, that the Board hereby rejects the bids received at the re-bid for the Project on the basis that they are not reasonable as to price because they substantially exceed the Board's cost estimates for the Project; and**

**BE IT FURTHER RESOLVED**, that the Business Administrator is authorized to return the bid bonds of the bidders with a note of thanks; and  
**BE IT FURTHER RESOLVED**, that the Business Administrator, on behalf of the Board, is authorized to solicit and negotiate a contract for the Project, in accordance with the provisions of N.J.S.A. 18A:18A-5, for the Board’s approval.”

2. PROFESSIONAL DAY WORKSHOP ATTENDANCE  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 “RESOLVED**, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following professional days:

**WHEREAS**, employees of the Lincoln Park Board of Education have requested professional days; and

**WHEREAS**, The board of education has determined that the training and informational programs delineated below are directly related to and within the scope of the employees’ duties, current responsibilities and the board’s professional development plan; and

**WHEREAS**, The board of education has determined that participation at the stated functions require school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and

**WHEREAS**, The board of education has determined that the school district travel expenditures for the stated functions are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provisions of Title 18A of the New Jersey Statutes; and

**WHEREAS**, The board of education finds that a mileage reimbursement rate equal to that of the federal Internal Revenue Service mileage reimbursement rate of \$0.31 per mile is a reasonable rate; and

**WHEREAS**, The board of education has determined that participation at the stated function is in compliance with the district policy on travel.

**THEREFORE BE IT RESOLVED**, That the board of education hereby approves attendance of the following employees at the following professional day conferences and/or workshops:

Name of Attendee	Name and Date of Event	Event Cost	Estimated Mileage
Michael Meyer	Camp Mason Field Trip, Chaperone, May 15, 2009	\$0	102

**BE IT FURTHER RESOLVED**, that the board of education hereby approves the costs of attendance at the stated functions, including all registration fees and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount, and that the total cost of the related travel expense will not exceed the amounts stipulated above.”

3. MEDICAL INSPECTOR: 2009-2010  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 “RESOLVED**, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education appoints Dr. Francis Kielar as medical inspector, (N.J.S.A. 18A:40-1), for the 2009-2010 school year at a salary of \$9,515.00.”

**B. PERSONNEL**

1. 2009-2010 SALARIES: NON-TENURED TEACHERS  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following salary for non-tenured teacher for the 2009-2010 school year:”**

Last Name	First Name	Assignment	Guide	Step	Longevity /Stipend	Base Salary	Total Salary Allocation
Gialanella	Stephanie	Grade 1	BA	5		\$49,665	\$49,665

2. ESY 2009: STAFF  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the appointment of the following staff for the following 2009 Extended School Year Programs:”**

Program	Start Date	End Date	Name	Position	Days	Per Diem/ Hourly	Hours	Total Amount
Remedial Summer School	7/1/2009	7/24/2009	Cathy Aduato	Teacher	18	\$33.00	3	\$1,782.00
Remedial Summer School	7/1/2009	7/24/2009	Colleen Arnold	Teacher	18	\$33.00	3	\$1,782.00
Remedial Summer School	7/1/2009	7/24/2009	Gina DeVito	ESL Teacher	18	\$33.00	3	\$1,782.00
Remedial Summer School	7/1/2009	7/24/2009	Danielle Koldyk	Teacher	18	\$33.00	3	\$1,782.00
Remedial Summer School	7/1/2009	7/24/2009	Cheryl Lee	Teacher	18	\$33.00	3	\$1,782.00
Remedial Summer School	7/1/2009	7/24/2009	Evelyn Martin	Teacher	18	\$33.00	3	\$1,782.00
Remedial Summer School	7/1/2009	7/24/2009	Amy Pohlman	Teacher	18	\$33.00	3	\$1,782.00

3. SUBSTITUTE TEACHERS: 2008-2009  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following substitute teachers, at the approved substitute teacher rate of pay, as needed, effective May 27, 2009 through June 30, 2009: Sara Casa, Roger D’Amato.”**

4. SUBSTITUTE TEACHERS: 2009-2010  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following substitute teachers at the approved substitute teacher rate of pay, as called, for the 2009-2010 school year:  
 State Certified -**

Alberta Alleva	Wendi DiCianni	Ann Kurpick	Virginia Philippy
Janelle Barnes	Deborah Elefante	Mark Lipson	Patricia Place
Gail Berkshire	Russell Falstrom	Helene Mandara	Mary Querrazzi
Janet Braen, RN	Barbara Fengya	Gianna Marinello	Denise Vatasin, RN
Stuart Carroll	Nadia Garcia	Celeste Meyer	Joseph Voza
Janet Church	Lauren Helwig	Sonali Nagle	Nancy Wood
Ryan Cole	Lynn Kaiser	Jaclyn Pennella	Caitlin Smith

**County Certified -**

Kristin Altimari	Rebecca Cochrane	Jeanmarie Kozan	Joyce Peraino
Patricia Andersen	Joshua Cook	Dawn Krupinski, RN	Ellen Price
Meaghan Bayda	Roger D’Amato	Debra Lisa-Madine	Annie Raczko
Catriona Campbell	Kathleen Doyle	Patrick Lukacsko	Debra Shirley
Nancy Caprio	Tara Fritsch	Kathleen Miller	Lorraine Sobota
Sara Casa	Nancy Fugosich-Cheng	Erin Moreno	Ann Toke
Gina Casale	Joseph Giannetto, RN	Linda Murray	Amy Van Kalsbeck
Kayley Cassidy	Susan Hoffman	Jessica Pepe	

5. SUBSTITUTE SECRETARIES: 2009-2010  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following substitute secretaries at the approved substitute secretary rate of pay, as called, for the 2009-2010 school year:**

**Stacy D’Addario, Nancy Jean Lourick, Robin Mazzeo, Nancy Sorrentino.”**

6. SUBSTITUTE CAFETERIA/PLAYGROUND AIDES: 2009-2010  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following substitute cafeteria/playground aides at the approved substitute cafeteria/playground aide rate of pay, as called, for the 2009-2010 school year:**

**Andrea Driesse, Debra Giannattasio.”**

- 7. SUBSTITUTE CUSTODIANS: 2009-2010  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following substitute custodians at the approved substitute custodian rate of pay, as called, for the 2009-2010 school year:  
 Rakishanda Chaudhry, Robert Duffy.”**

- 8. SUBSTITUTE CROSSING GUARD: 2009-2010  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following substitute crossing guard at the approved substitute crossing guard rate of pay, as called, for the 2009-2010 school year: Nancy Heycoop.”**

- 9. STUDENT TEACHER, WILLIAM PATERSON UNIVERSITY  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves Toni Castiglia, student Teacher, William Paterson University, with James Toppeta, Physical Education Teacher, Lincoln Park Elementary School, beginning September 9, 2009 through December 10, 2009.”**

- 10. SUBSTITUTE TEACHER, D’AMATO  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following substitute teacher, at the approved substitute teacher rate of pay, as needed, effective May 27, 2009 through June 30, 2009: Roger D’Amato.”**

- 11. CPR AND FIRST AID INSTRUCTION  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves Newark Beth Israel/St. Barnabas to provide Heartsaver AED/First Aid Instruction on Friday, June 19, 2009, at a cost of \$50.00 per person for CPR and First Aid instruction. Coaches and staff members will receive CPR and First Aid certificates in lieu of CE Credits.”**

- 12. RESIGNATION, KLEMANS  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education accepts the resignation of Faith Klemans, Cafeteria/Playground Aide, effective at the beginning of the workday on May 20, 2009.”**

**C. FINANCE**

1. TAX PAYMENT SCHEDULE: 2009-2010  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 “RESOLVED, that the Lincoln Park Board of Education approves the schedule of tax payments from the Borough of Lincoln Park for the 2009-2010 school year as follows:**

Lincoln Park Public Schools			
Tax Payment Schedule			
2009-2010			
	General	Debt Service	Total
Jul-2009	\$1,342,070.17		\$1,342,070.17
Aug-2009	\$1,342,070.17		\$1,342,070.17
Sep-2009	\$1,342,070.17	\$203,660.00	\$1,545,730.17
Oct-2009	\$1,342,070.17		\$1,342,070.17
Nov-2009	\$1,342,070.17		\$1,342,070.17
Dec-2009	\$1,342,070.17		\$1,342,070.17
<b>Subtotal:</b>	<b>\$8,052,421.02</b>	<b>\$203,660.00</b>	<b>\$8,256,081.02</b>
Jan-2010	\$1,342,070.17		\$1,342,070.17
Feb-2010	\$1,342,070.17		\$1,342,070.17
Mar-2010	\$1,342,070.17	\$453,293.00	\$1,795,363.17
Apr-2010	\$1,342,070.17		\$1,342,070.17
May-2010	\$1,342,070.17		\$1,342,070.17
Jun-2010	\$1,342,070.13		\$1,342,070.13
<b>Subtotal:</b>	<b>\$8,052,420.98</b>	<b>\$453,293.00</b>	<b>\$8,505,713.98</b>
<b>TOTAL:</b>	<b>\$16,104,842.00</b>	<b>\$656,953.00</b>	<b>\$16,761,795.00</b>

2. TRANSFERS  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 "RESOLVED, that the Lincoln Park Board of Education authorizes the following transfers within the 2008-2009 budget in compliance with N.J.A.C. 6:20-2."**

Date: 05/20/2009

<b>Account</b>	<b>Description</b>	<b>Adjusted Budget</b>	<b>From</b>	<b>To</b>	<b>Additional</b>	<b>Revised Budget</b>
11-000-219-890-04	Other Objects-CST	4,000.00	460.00			<b>3,540.00</b>
11-000-219-530-04	Communications:CST Reclass. of expenditures	4,000.00		460.00		<b>4,460.00</b>
11-000-219-890-04	Other Objects-CST	3,540.00	200.00			<b>3,340.00</b>
11-000-219-610-04	Supplies-CST Reclass. of expenditures	4,367.00		200.00		<b>4,567.00</b> <b>0.00</b>
11-000-250-890-07	Other Objects	5,400.00	338.00			<b>5,062.00</b>
11-000-250-340-07	Purchased Tech Services Reclass. of expenditures	27,149.00		338.00		<b>27,487.00</b> <b>0.00</b>
11-000-262-420-60	Routine Maintenance-District	1,500.00	615.00			<b>885.00</b>
11-000-262-340-65	Purch Tech Serv Dist Reclass. of expenditures	7,600.00		615.00		<b>8,215.00</b> <b>0.00</b>
		<b>57,556.00</b>	<b>1,613.00</b>	<b>1,613.00</b>	<b>0.00</b>	<b>57,556.00</b>

3. PAYROLL AND GENERAL ACCOUNT BILLS LIST  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**\* RESOLUTION 000-09/10 "RESOLVED, that the Lincoln Park Board of Education approves the payment of the following payroll related expenses and the following General Account bills list as approved by the finance committee:"**

Bills Description	Dated	Check #'s	Totals
Payroll – General	4/30/09	4629	357,923.42
Payroll – Cafeteria	4/30/09	255	2,582.55
FICA – Board Share	4/30/09	4630	4,979.03
FICA – State Share	4/30/09	4631	22,483.60
		<b>Total:</b>	<b>387,968.60</b>
Payroll – General	5/15/09	4632	360,043.71
Payroll – Cafeteria	5/15/09	256	2,582.55
FICA – Board Share	5/15/09	4633	4,776.79
FICA – State Share	5/15/09	4634	22,850.16
		<b>Total:</b>	<b>390,253.21</b>
Bills List #1			703,030.11
Bills List #2			7,382.21
		<b>Total:</b>	<b>710,412.32</b>
		<b>Grand Total:</b>	<b>1,488,634.13</b>

4. STUDENT ACTIVITIES BILLS LIST  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**\* RESOLUTION 000-09/10 "RESOLVED, that the Lincoln Park Board of Education approves the payment of the following Student Activities Account bills list as approved by the finance committee:"**

Description	Amount
LPMS	7,887.15

**D. USE OF FACILITIES**

1. USE OF FACILITIES REQUESTS  
 Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_  
 Roll call vote:  
 FA TB JG KL LN JR PM

**RESOLUTION 000-09/10 "WHEREAS, the group(s)/organization(s) listed below have requested the use of facilities; and WHEREAS, these requests comply with the policies outlined under "Rental of School Facilities" incorporated into the policies of the Board of Education;**

**THEREFORE BE IT RESOLVED, that approval is hereby given to the listed group(s)/organization(s) to rent requested facilities; and THEREFORE BE IT FURTHER RESOLVED, that the School Business Administrator is hereby authorized to issue permits for these requests. The Board reserves the right to schedule school activities at any time."**

	Group/ Organization	School	Location	Day	Date	Time	Rental Fee
A	Girl Scout 5 <sup>th</sup> & 6 <sup>th</sup> Grade Ice Cream Social	LPMS	APR	Wed	June 3, 2009	2:30PM- 5:30PM	None
B	American Legion Baseball	LPMS	Baseball Field	Mon, Wed, Fri	June 1, 3, 5, 8, 10, 12, 2009	5:00PM- 8:30PM	None
C	American Legion Baseball	LPMS	Baseball Field	Sun	June 7 & 14, 2009	12:00PM- 5:00PM	None

**X. BOARD DISCUSSION**

**XI. SECOND PUBLIC RECOGNITION REGARDING SCHOOL RELATED MATTERS**

1. Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, opened at \_\_\_\_ P.M.
2. Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, closed at \_\_\_\_ P.M.

**XII. EXECUTIVE SESSION**

1. Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_

FA TB JG KL LN JR PM

To enter into executive session at \_\_\_\_ P.M.

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the board is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of Lincoln Park, in the County of Morris, State of New Jersey, as follows:

- A. The public shall be excluded from discussion of hereinafter-specified subject matter(s)
- B. The general nature of the subject matter to be discussed is as follows:

1. Current Boonton High School Litigation
2. Personnel
3. \_\_\_\_\_

- C. It is anticipated at this time that the above stated subject matter will be made public immediately following executive session or as the need for confidentiality no longer exists.

2. Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_

To return from executive session at \_\_\_\_ P.M.

FA TB JG KL LN JR PM

**XIII. RESOLUTIONS EMANATING FROM EXECUTIVE SESSION**

**XIV. ADJOURNMENT**

1. Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_

To adjourn the meeting at \_\_\_\_ P.M.