

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR SESSION MEETING  
Monday, April 24, 2023**

**1. OPENING OF MEETING - 6:30 PM**

**Required Notice of Open Public Meeting**

Being duly posted at the following locations: High Bridge Middle School and Elementary School main offices, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspaper: Hunterdon County Democrat, this meeting will convene in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829, alternatively the meeting will be available for listening purposes only on Google Meet. The Board will only accept public participation from those who are physically in attendance, as per Policy 0168. Please notify the board if you intend to record this meeting.

**Date:** Monday, April 24, 2023

**Time:** 6:30 pm

**Formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL** by Karolina Cywa, SBA / Board Secretary

Benjamin Bolger

Erin Delgado

Karyn Gove

Robert Imhoff

Michael McCasland

Colleen Poles

Cynthia Sharkey

Additional Members Present:           Dr. Gregory Hobaugh, Superintendent  
  Karolina Cywa, SBA / Board Secretary

**4. PUBLIC HEARING AND 2023-2024 BUDGET PRESENTATION**

**Board President** calls for a motion \_\_\_\_\_ and a second \_\_\_\_\_, to hold a public hearing for the Superintendent and School Business Administrator to present the 2023-2024 proposed budget and answer questions from the public.

**4.1.**    Gregory Hobaugh and Karolina Cywa Budget presentation.

**5. PUBLIC COMMENTS RELATING TO BUDGET PRESENTATION:**

This period of time provides an opportunity for the public to speak on the Budget Presentation only. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person may make more than one (1) comment per subject. Comments should be addressed to the Board.

**6. ACTION ITEM - FINAL BUDGET APPROVAL**

BE IT RESOLVED that the Board of Education hereby approves the following resolution approving the 2023-2024 Final Budget:

General Operating Expense	\$ 8,492,390
Special Revenue	\$ 1,553,134
Repayment of Debt	<u>\$ 539,000</u>
<b>Total Expenditures:</b>	<b>\$ 10,584,524</b>

BE IT FURTHER RESOLVED that the following final budget includes:

Budgeted Fund Balance Fund	\$ 684,676
Local Tax Levy-General Fund	\$ 6,969,643
New Jersey State Aid Fund	\$ 825,671
Miscellaneous Revenues	\$ 12,400
Special Revenues Grants	\$ 1,553,134
Debt Service Aid –Type II	\$ 79,353
Local Tax Levy-Debt Service	<u>\$ 459,647</u>
<b>Total Revenues</b>	<b>\$ 10,584,524</b>

BE IT FURTHER RESOLVED, that the High Bridge Board of Education acknowledges that the 2023-2024 budget as described above results in a General Fund Tax Levy in the amount of \$6,969,643 and Debt Service Tax Levy in the amount of \$459,647 payable as follows:

August	2023	\$ 2,202,057.75
November	2023	\$ 1,742,410.75
February	2024	\$ 1,742,410.75
May	2024	<u>\$ 1,742,410.75</u>
<b>Total</b>	<b>23 - 24</b>	<b>\$ 7,429,290.00</b>

BE IT FURTHER RESOLVED, that the budget was advertised in the Hunterdon County Democrat in accordance with the form suggested by the State Department of Education and according to law; and

NOW, THEREFORE, BE IT RESOLVED, the High Bridge Board of Education submits a true copy of the minutes of this board meeting with the budget application to the Executive County Superintendent of Schools, at which the need for the unused spending authority to be included in the base budget was formally introduced and discussed in public.

WHEREAS, the High Bridge Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$1,500 for all staff and board members.

BE IT FURTHER RESOLVED, the Board of Education accepts and approves the Preschool Expansion Aid Application for the 2023-2024 school year in the amount of \$ 861,996 plus carryover of school year 2021-2022 of \$ 392,251 included in Fund 20 in the 2023-2024 budget.

**Board President** calls for a motion and a second, to approve the above resolution approving the 2023-2024 Final Budget.

Motion:	Second:			
Name:	Yes	No	Abstain	Absent
Benjamin Bolger				
Erin Delgado				
Karyn Gove				
Robert Imhoff				
Michael McCasland				
Colleen Poles				
Cynthia Sharkey				

- Board President** calls for a motion \_\_\_\_\_ and a second \_\_\_\_\_, to close the public hearing for the Superintendent and School Business Administrator to present the 2023-2024 proposed budget and answer questions from the public.

**8. PRESENTATION & RECOGNITION ITEM**

**8.1. Superintendent’s Report**

**8.1.1. 2022-2023 Enrollment**

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	61	-	-	-	61
K	2	24	-	-	-	24
1	2	33	-	-	-	33
2	2	33	-	-	-	33
3	2	27	-	-	-	27
4	2	32	-	-	-	32
<b>Elementary School Total</b>						<b>210</b>
5	2	33	-	-	-	33
6	2	38	1	-	-	39
7	2	31	-	-	-	31
8	2	40	1	-	-	41
<b>Middle School Total</b>						<b>144</b>
<b>District Total</b>	<b>23</b>	<b>352</b>	<b>2</b>	<b>-</b>		<b>354</b>

**8.1.2.** Staff Attendance for March 2023 (*Attachment: March 2023 Staff Attendance*)

**8.1.3.** Monthly Report on Harassment, Intimidation, and Bullying Incidents/Suspensions and Security Drills

Month	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
	Fire	Security	Fire	Security	In	Out	In	Out	Investigated	Affirmed	Investigated	Affirmed
July	07/26	07/28	N/A	N/A								
August	08/03	08/04	N/A	N/A								
Sept	09/09	09/08	09/07	09/08						1		
Oct	10/06	10/14	10/12	10/14					1		1	1
Nov	11/03	11/23	11/03	11/21							1	
Dec	12/19	12/20	12/01	12/16							1	
Jan	01/04	01/30	01/04	01/18							1	
Feb	02/06	02/27	02/018	02/14				1				
March	03/29	03/30	03/06	03/16			1		1		1	1
April	04/04		04/18	04/19								
May												
June												

\* Investigation is in progress

**8.1.4.** Superintendent Update

**9. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Lauren Richardson <i>(Attachment: Richardson Retirement 3 13 23)</i>	3/13/23	Notice of Retirement
Timothy Tuttle <i>(Attachment: Tuttle Correspondence 3 13 23)</i>	3/13/23	Rescind Notice of Retirement
Robyn Ulmer <i>(Attachment: Ulmer Correspondence 3 13 23)</i>	3/13/23	Fourth Grade Presentation
Nicole Poko <i>(Attachment: Poko Correspondence 3 13 23)</i>	3/13/23	Opposition to Controversial Guest Speaker
Douglas Walker <i>(Attachment: Walker Correspondence 3 13 23)</i>	3/13/23	Unintended Consequences
Leah Epstein <i>(Attachment: Epstein Correspondence 3 13 23)</i>	3/13/23	Controversial Guest Speaker
Michele Lee <i>(Attachment: Lee Correspondance 3 14 23)</i>	3/14/23	HB Schools Cut in State Funding 2023/2024
Nicole Poko <i>(Attachment: Poko Correspondence 3 14 23)</i>	3/14/23	Opposition to Controversial Guest Speaker
Carl Katzenberger <i>(Attachment: Katzenberger Correspondence 3 15 23)</i>	3/15/23	Request for Mileage Reimbursement for Coaches
Alan Schwartz <i>(Attachment: Schwartz Correspondence 3 24 23)</i>	3/24/23	HB Schools Cut in State Funding 2023/2024
Jen Darman <i>(Attachment: Darman Correspondence 3 30 23)</i>	3/30/23	Security Concerns
Kevin Jones <i>(Attachment: Jones Correspondence 4 18 23)</i>	4/18/23	Recognition

**10. PUBLIC COMMENTS**

This period of time provides an opportunity for the public to comment on agenda topics only. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person may make more than one (1) comment per subject. While all comments will be considered and a response will be forthcoming if and when appropriate, School Board members will not respond to the speakers during the public comment portion of the meeting. Speakers with questions are encouraged to contact the Superintendent directly before or after the meeting.

**11. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

**11.1.** March 6, 2023 Work Session Minutes *(Attachment: 3 6 23 Work Session Minutes Signed)*

**11.2.** March 13, 2023 Regular Session Minutes *(Attachment: 3 13 23 Regular Session Minutes Signed)*

**Board President** calls for a motion and a second to approve 11.1. - 11.2:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger				

Erin Delgado				
Karyn Gove				
Robert Imhoff				
Michael McCasland				
Colleen Poles				
Cynthia Sharkey				

**12. REPORTS TO THE BOARD**

**12.1. Board President’s Report**

- 12.1.1.** Hunterdon County School Boards Association Meeting Update - Robert Imhoff
- 12.1.2.** Sustainability Committee Update

**13. HIB REPORTS**

**WHEREAS**, N.J.S.A. 18A:37-15(e) requires that at the next board of education meeting following its receipt of a HIB report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent’s decision.

The Superintendent shall inform the parties of the Board’s determination in writing, as well as their right to appeal the determination to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than 90 days after the issuance of the board’s decision; or to file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the “Law Against Discrimination,” P.L.1945, c.169 (C.10:5-1 et seq.)

- 13.1. Board President** calls for a motion and a second to affirm, reject, or modify, by voice vote, the superintendent’s decision in HIB Investigation Report 2022-23 MS07 (*Attachment: 22-23 MS07 Redacted*).
- 13.2. Board President** calls for a motion and a second to affirm, reject, or modify, by voice vote, the superintendent’s decision in HIB Investigation Report 2022-23 ES03 (*Attachment: 22-23 ES03 Redacted*).

**14. ACTION ITEMS**

**14.1. Student Achievement - Curriculum, Instruction, Technology & Policy**

- 14.1.1. Motion to amend** the 2022-23 school calendar, (*Attachment: Amended 2022-23 School Calendar*)
- 14.1.2. Motion to approve** the following class trips and transportation:

<b>Grade</b>	<b>Location</b>	<b>Cost</b>	<b>Incurred By</b>
3	NJ State Museum	\$33.00	Parents/Guardians
7	Liberty Science Center	\$40.00	Climate Change Grant Monies
8	Kingwood Township School, Frenchtown, NJ - goHunterdon Electric Car Competition	\$20.00 For Transportation	Parents/Guardians

2	Echo Hill Park	\$17.00	Parents/Guardians
1	Union Forge Park	N/A	N/A

**14.1.3. Motion to approve** revised and/or new policies and regulations. (*Attachments: Alert 230 Policies, Alert 230 Regulations, and Regulation 5200 Attendance Recommendation*)

- 14.1.3.1. P 0144 Board Member Orientation and Training (Revised)
- 14.1.3.2. P & R 2520 Instructional Supplies (M) (Revised)
- 14.1.3.3. P 3217 Use of Corporal Punishment (Revised)
- 14.1.3.4. P 4217 Use of Corporal Punishment (New)
- 14.1.3.5. P 5305 Health Services Personnel (M) (Revised)
- 14.1.3.6. P & R 5308 Student Health Records (M) (Revised)
- 14.1.3.7. P & R 5310 Health Services (M) (Revised)
- 14.1.3.8. P 6112 Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
- 14.1.3.9. R 6115.01 Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
- 14.1.3.10. P 6115.04 Federal Funds – Duplication of Benefits (M) (New)
- 14.1.3.11. P 6311 Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
- 14.1.3.12. P 7440 School District Security (M) (Revised)
- 14.1.3.13. P 9100 Public Relations (Abolished)
- 14.1.3.14. P 9140 Citizens Advisory Committees (Revised)
- 14.1.3.15. R 9140 Citizens Advisory Committee (M) (Abolished)
- 14.1.3.16. P5200 Attendance (M) (Revised)

**14.2. Human Resources - Personnel, Management & Community Relations**

- 14.2.1. **Motion to approve**, with best wishes, the retirement of first grade teacher, Lauren Richardson. (*Attachment: Richardson Retirement 3 13 23*)
- 14.2.2. **Motion to approve** Emma Alparone as BCBA for home instruction at the contracted rate of \$32.00 per hour, not to exceed twenty-four (24) hours, for a total of \$768.00.
- 14.2.3. **Motion to rescind** the remaining ten (10) hours of HBMS TV Production Advisor originally granted to Danielle Weber due to a leave of absence.
- 14.2.4. **Motion to approve** Sherry Baranek as replacement HBMS TV Production Advisor for ten (10) hours at the contracted rate of \$19.00 per hour, not to exceed \$190.00.
- 14.2.5. **Motion to approve** Bhavna Sharma as a 1:1 paraprofessional, in accordance with student IEPs, for the TREPS Club at the contracted hourly rate of \$19.00 for up to ten (10) hours, not to exceed \$190.00
- 14.2.6. **Motion to approve** Christopher Ronkowitz as a substitute nurse at a per diem rate of \$150.00.
- 14.2.7. **Motion to approve** Rachel Katzenberger as a volunteer coach for the Middle School Girls Softball team.
- 14.2.8. **Motion to approve** Alyssa Oliver as part time Preschool Instructional Coach for the High Bridge School District at a level of MA+30 Step 5 at a prorated annual salary of \$41,484.00 for the 2022-23 school year based on the 2021-2024 negotiated agreement, effective May 1, 2023.
- 14.2.9. **Motion to approve** Voorhees High School students, Cassie Avallone and Maya Wurst, to provide free after school STEAM enrichment workshops to interested fourth grade

students, meeting once a week for 3 weeks, under the supervision of Lynn Hughes.

(Attachment: STEAM Project Workshops)

- 14.2.10. Motion to approve** the placement of the following Hunterdon County Polytech students to observe elementary school teachers two (2) days per week, for two (2) hours per day for the month of May, for a total of sixteen (16) hours.

Maddie Torkildsen - Lisa Kerr

Claire Gootman - Sherry Kerr

- 14.2.11. Motion to approve** the resignation of John (Jack) Cahill as part-time custodian, effective April 6, 2023.

- 14.2.12. Motion to approve** the following staff members as chaperones for the 8th-grade trip to Washington, DC.

<u>Name</u>	<u>Date</u>	<u>Event</u>	<u>Rate</u>
Gregory Hobaugh	May 24-26, 2023	Washington DC	\$125/night = \$375
Richard Kolton	May 24-26, 2023	Washington DC	\$125/night = \$375
Coleen Conroy	May 24-26, 2023	Washington DC	\$115/night = \$345
Carl Katzenberger	May 24-26, 2023	Washington DC	\$115/night = \$345
Kayla Turner	May 24-26, 2023	Washington DC	\$115/night = \$345
Katy Morello - Nurse	May 24-26, 2023	Washington DC	\$150/day = \$450 \$150/night = \$450

- 14.2.13. Motion to approve** Hannah Doerwang as part-time custodian at an hourly rate of \$16.00, effective April 25, 2023, pending new hire paperwork and background check.

- 14.2.14. Motion to approve** Hannah Doerwang as summer custodian at an hourly rate of \$16.00, effective on or about June 15, 2023, pending new hire paperwork and background check.

- 14.2.15. Motion to approve** mileage reimbursement due to lack of transportation options to Softball Coach, Carl Katzenberger and Baseball Coach, Christian Bollin, for away games and if applicable, championship games, not to exceed 40 miles roundtrip per game at .47/per mile.

**14.3. Educational Resources - Finance and Facilities**

- 14.3.1. Motion to approve** the following travel expenditure for workshops:

<b>Staff/Bd Member</b>	<b>Workshop</b>	<b>Date</b>	<b>Registration Fee</b>	<b>Mileage</b>	<b>Other</b>	<b>Total</b>
Megan Gulevski	Social Emotional Character Development	3/15/23	N/A	N/A	N/A	N/A
Christina Harding	Literary Conference: Spring Into Joyful Literacy Instruction	4/21/23	\$99.00	N/A	N/A	\$99.00
Heidi Johnston	Handle With Care Recertification Training	4/28/23	\$525.00	N/A	\$32.00	\$557.00
Maria Monaco	Handle With Care Recertification Training	4/28/23	\$525.00	\$46.91	\$32.00	\$603.91



**14.3.2. Use of Facilities**

**Motion to approve the following use of facilities request:**

Organization	Dates	Day / Times	Location
Cub Scout Pack 149 - Pack Meeting	05/15/2023	Monday, 6-8pm	ES-Outdoors

**14.3.3. Motion to approve** shared services contract between High Bridge School District and the Hampton School District for the purpose of sharing the professional services of a Preschool Instructional Coach. *(Attachments: Preschool Instructional Coach HB Hampton Shared Services Agreement and Preschool Instructional Coach Detailed Cost Statement)*

**14.3.4. Motion to approve** the acceptance of NJDOE School Climate Change Pilot Grant funds in the amount of \$6,660.00.

**14.3.5. Motion to approve** Medical and Prescription Benefit plans for the 2023-2024 school year with Horizon Blue Cross Blue Shield of New Jersey which reflect a 7.5% increase over 2022-2023 rates *(Attachment: 23 -24 Horizon Renewal Rates)*.

**14.3.6. Motion to approve** the allocation of 21 - 22 Extraordinary Aid as listed in the attachment *(Attachment: 21 - 22 EX Aid Allocations)*

**14.3.7. Motion to approve** the submission of the Supplemental Stabilization Aid Request Pursuant to Senate Bill No. 3732 of 2023. *(Attachment: FY2023 Supplemental Stabilization Aid Request)*

**14.3.8. Motion to approve** the following resolution.

**WHEREAS**, the Board is a party in a special education due process action before the Office of Administrative Law, bearing OAL Docket Numbers EDS 10185-22 and EDS 10186-22 and Agency Reference Numbers 2023-35042 and 2023-35051; and

**WHEREAS**, the parties wish to amicably resolve the pending actions without any further legal proceedings, pursuant to the terms presented to the Board in a Settlement Agreement (“Agreement”);

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Education approves the Agreement of the within referenced due process actions on the terms and conditions contained therein; and

**BE IT FURTHER RESOLVED THAT** the Board President is authorized to execute the Agreement on behalf of the Board.

**14.3.9. Payment of Bills**

**Audit of Invoices** *(Attachment: 4 24 23 bill list)*

**Approve** invoices for Current Expenses in the following amounts:

Check Register	March 13 - April 24	\$ 1,004,483.24
Payroll	March 15, 2023	\$ 247,126.17
Payroll	March 31, 2023	\$ 250,094.75
Payroll	April 6, 2023	\$ 242,523.71
	<b>Total</b>	<b>\$ 1,744,227.87</b>

**Payment of Bills Cafeteria Account:**

Maschio's	April 3, 2023	\$ 10,711.55
Maschio's	April 19, 2023	\$ 14,826.57
Total:		\$ 25,538.12

**Payment of Bills Unemployment Account:**

New Jersey Department of Labor	April 19, 2023	\$ 163.78
Total:		\$ 163.78

**14.3.10. Line Item Transfers for March 2023** (*Attachment: March Transfer Report Signed*)  
**Resolved**, that the Board of Education approve the budget transfers as listed in the attachment.

**14.3.11. Financial Reports** (*Attachments: February and March Board Secretary Signed - Fund 10, 20, 40 and February and March Treasurer's Report Signed*)

**Report of the Board Secretary and Treasurer's Report for February and March 2023**

**Resolved**, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of February and March 2023 as per the procedure instituted by the State Department of Education, wherein the required certification by the Board Secretary is adhered to in the attachment.

**Certification of Fund Balances**

**Resolved**, that pursuant to N.J.A.C. 6A:23A-16.10(b), the Board of Education certify for the month of February and March 2023, after review of the Secretary's monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C.6A:23A-16:10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

April 24, 2023

*Karolina Cywa*

Karolina Cywa  
 Business Administrator

**Board President** calls for a motion and a second to approve 14.1-14.3.11:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger				
Erin Delgado				
Karyn Gove				
Robert Imhoff				
Michael McCasland				
Colleen Poles				
Cynthia Sharkey				

**15. PUBLIC COMMENTS**

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person may make more than one (1) comment per subject. While all comments will be considered and a response will be forthcoming if and when appropriate, School Board members will not respond to the speakers during the public comment portion of the meeting. Speakers with questions are encouraged to contact the Superintendent directly before or after the meeting.

**16. EXECUTIVE/CLOSED SESSION**

**Board President calls for a motion** \_\_\_\_\_ and a second \_\_\_\_\_, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes

The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

**17. RECONVENE PUBLIC SESSION**

**Board President calls for a motion** \_\_\_\_\_ and a second \_\_\_\_\_ to reconvene public session.

**18. ADOPTION OF MINUTES FROM PREVIOUS EXECUTIVE SESSION**

**18.1.1.** Work Session Executive Session Minutes March 6, 2023 (*Attachment: 3 6 23 Executive Session Minutes Signed*)

**18.1.2.** Regular Meeting Executive Session Minutes March 13, 2023 (*Attachment: 3 13 23 Executive Session Minutes Signed*)

**Board President** calls for a motion and a second to approve 18.1.1-18.1.2:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger				
Erin Delgado				
Karyn Gove				
Robert Imhoff				
Michael McCasland				
Colleen Poles				
Cynthia Sharkey				

**19. ADJOURNMENT**

**Board President calls for a motion** \_\_\_\_\_ and a second \_\_\_\_\_ to adjourn the meeting.