



**TOWNSHIP OF PEQUANNOCK
BOARD OF EDUCATION**

**REGULAR MEETING MINUTES
DECEMBER 10, 2018**

CALL TO ORDER

The December 10, 2018 Meeting of the Board of Education, Township of Pequannock, County of Morris, was called to order in the Pequannock Township High School Auditorium, 85 Sunset Road, Pompton Plains, NJ 07444, at 7:00 pm by Kimberley Quigley, Board President. The following statement of compliance with the Open Public Meetings Act was read:

In compliance with the Open Public Meetings Act, Public Law 1975, Chapter 231, notice of this meeting has been properly advertised in the Daily Record and the Suburban Trends, its agenda has been posted at the appropriate locations, and a copy has been filed with the Pequannock Township Clerk.

ROLL CALL

PRESENT: Mr. Sam Ciresi Mrs. Ann Maier
Mrs. Tiffany Osmanski Mr. Richard Prezioso
Mrs. Cara Shenton Mr. Leonard Smith
Dr. Richard Thumann Mr. Vincent Siracusa
Mrs. Kimberley Quigley

ALSO PRESENT: Brett Charleston, Ed.D., Superintendent
Kateryna W. Bechtel, CPA, School Business Administrator/Board Secretary
Kerri L. Cunningham, Esq., Board Attorney

FLAG SALUTE

Board President Report - Kim Quigley

- Reflected on her board experience and district accomplishments.
- Dr. Thumann honored Ann Maier's service to the district. Ann Maier reflected on her board experience and district accomplishments.
- Mrs. Osmanski honored Vincent Siracusa's service to the district. Mr. Siracusa reflected on his board experiences.
- Mr. Ciresi honored Kim Quigley's service to the district.

Audit Presentation - Kathi Mantell and Brian Ko, Nisivoccia LLP

Student Representative Report – Cassidy Fairchild and Alyssa Romano

- Reported on the following high school activities:
 - FBLA is hosting a Holiday Festival this Friday as a fundraiser.
 - Congratulated the board members for a job well done.
 - All grade levels will participate in the Secret Santa.
 - The Operation Smile Winter Dance takes place on January 11, 2019.
 - FBLA is networking with the Pequannock Chamber of Commerce.
 - Winter Show and Concerts are upcoming.
 - Yoga night hosted by HOPE will take place on January 7, 2019.

Superintendent Report – Brett Charleston, Ed.D.

- Reported that the Fastpass Visitor Management System will go into effect on January 2, 2019.
- Presented a Powerpoint on the Academies.
 - One hundred twenty five attendees were at the parent information night.
 - Highlighted changes to credits to be awarded by Seton Hall, Rutgers, and William Paterson.
- Presented 3D images of the proposed bathrooms and concession stand at the PTHS athletic complex.

OPEN TO PUBLIC AGENDA ITEMS ONLY

Members of the public may speak once for a maximum period of five minutes by the clock during this portion of the meeting. The public may speak on **any agenda item** during their five minutes. If a member of the public raises a question, all questions should be directed to the Board President. Depending on the nature and the complexity of the question, it may or may not be answered during the meeting and, if so, only after the member of the public has completed their comments or reached their allotted time. We also recognize that everyone has the freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name, municipality of residence, and, if applicable, group affiliation and sign in before you begin.

- Joseph Blumert of Pompton Plains thanked Mrs. Maier, Mr. Siracusa, and Mrs. Quigley for their service to the board.
- Tamra Holzli of Pompton Plains thanked the outgoing board members for their service.
- Rich Hayzler, PV Principal and PTPSA Vice President, thanked the outgoing board members for their investment of time and effort and being part of the students' lives.
- Ann Marie Finnen, PTEA President, thanked the outgoing board members for their service and wished them luck.

2018-2019 UPCOMING COMMITTEE MEETINGS

- | | |
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| • Curriculum, Instruction, and Special Services | January 2018 |
| • Policy | January 2018 |
| • Personnel, Management, and Community Relations | January 2018 |
| • Finance, Facilities, and Athletics | January 2018 |

APPROVAL OF MINUTES

November 26, 2018

Motion by: Ciresi	Second by: Thumann	Roll Call Vote: 9-0-0
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APPROVAL OF ACTION ITEMS

PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS

Mr. Sam Ciresi, Chair

- PMC-93-19 Acceptance of Reports - 2018-2019 School Year
- PMC-94-19 Approval to Rescind Extra-Curricular Stipend Positions - 2018-2019 School Year (PMC-217-18)
- PMC-95-19 Approval of Appointments - 2018-2019 School Year
- PMC-96-19 Approval of Medical Leave of Absence - 2018-2019 School Year
- PMC-97-19 Approval of Medical Leave of Absence - 2018-2019 School Year
- PMC-98-19 Approval of Medical Leave of Absence - 2018-2019 School Year
- PMC-99-19 Approval of Medical Leave of Absence - 2018-2019 School Year
- PMC-100-19 Accept Resignation for the Purpose of Retirement - 2018-2019 School Year
- PMC-101-19 Approval for Additional Period Assignment/Supervisory Duty - 2018-2019 School Year

RESOLUTION NO. PMC-93-19
ACCEPTANCE OF REPORTS

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, accepts the following reports:

- Enrollment Report
- Suspension Report

Motion by: Ciresi	Second by: Quigley	Roll Call Vote: 9-0-0
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RESOLUTION NO. PMC-94-19
APPROVAL TO RESCIND EXTRA-CURRICULAR STIPEND POSITIONS- 2018-2019 SCHOOL YEAR (PMC-217-18)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves to rescind the following extra-curricular stipend positions for the 2018-2019 School Year:

North Boulevard Elementary School

NAME	ASSIGNMENT	STIPEND
Biagiotti, Brian	Safety Patrol Co-Advisor	\$1,036
Horgan, Terri	Safety Patrol Co-Advisor	\$1,036

Motion by: Ciresi	Second by: Quigley	Roll Call Vote: 9-0-0
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RESOLUTION NO. PMC-95-19
APPROVAL OF APPOINTMENTS - 2018-2019 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the appointments of the following personnel in the Pequannock Township School District, **pending full satisfaction of requisite New Jersey Department of Education and District employment criteria and results from post-offer physical and drug-test as per Policies 3160 & 4160:

NAME	ASSIGNMENT	EFFECTIVE DATES	SALARY
VanVliet, Lisa <i>Budgeted New Position</i>	.7 Office Aide North Boulevard Elementary School	On or about 12/17/2018- 6/30/2019	Step 2 \$12,541
Esposito, Kelliane	AM Bus Duty Hillview Elementary School (As needed, not to exceed 20	12/11/2018-6/30/2019	\$17.08

	minutes/day		
Terri Horgan	Safety Patrol Advisor North Boulevard Elementary School	9/1/2018-6/30/2019	\$2,072
Porta, Eric	Lunch Aide Stephen J. Gerace Elementary School	On or about 12/17/2018-6/30/2019	\$8.60/hour As needed

Motion by: Ciresi	Second by: Quigley	Roll Call Vote: 9-0-0
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RESOLUTION NO. PMC-96-19

APPROVAL OF MEDICAL LEAVE OF ABSENCE - 2018-2019 SCHOOL YEAR

RESOLVED that Employee #3360 be granted a maternity disability leave from November 28, 2019 through April 18, 2019 in connection with her actual personal disability based on the anticipated birth of her child on or around March 10, 2019. During this time, Employee #3360 will use 93 days of accumulated sick leave.

RESOLVED that Employee #3360 be granted a child-rearing leave under the FMLA and the New Jersey Family Leave Act ("NJFLA") from April 29, 2019 through the end of the 2018-2019 school year. During this leave, which shall be without pay but with a continuation of medical benefits, Employee #3360 will use 8 weeks of FMLA leave, concurrently with 8 weeks of leave under the NJFLA

RESOLVED that pursuant to her request Employee #3360's anticipated return to work date shall be the first day of the 2019-2020 school year.

Motion by: Ciresi	Second by: Quigley	Roll Call Vote: 9-0-0
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RESOLUTION NO. PMC-97-19

APPROVAL OF MEDICAL LEAVE OF ABSENCE - 2018-2019 SCHOOL YEAR

RESOLVED that Employee #4160 be granted a maternity disability leave from March 12, 2019 through May 7, 2019 in connection with the anticipated birth of her child on or around April 9, 2019. During this time, Employee #4160 will use 35 days of accumulated sick leave.

RESOLVED that Employee #4160 be granted a child-rearing leave under the FMLA and the New Jersey Family Leave Act ("NJFLA") from May 8, 2019 through June 20, 2019. During this leave, which shall be without pay but with a continuation of medical benefits, Employee #4160 will use 6 weeks and 2 days of FMLA leave, concurrently with 6 weeks and 2 days of leave under the NJFLA.

RESOLVED that pursuant to her request Employee #4160's anticipated return to work date shall be the first day of the 2019-2020 school year.

Motion by: Ciresi	Second by: Quigley	Roll Call Vote: 9-0-0
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RESOLUTION NO. PMC-98-19

APPROVAL OF MEDICAL LEAVE OF ABSENCE - 2018-2019 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, grants Employee #3135 an unpaid medical leave of absence effective November 30, 2018 through December 7, 2018, returning to work Monday, December 10, 2018.

Motion by: Ciresi	Second by: Quigley	Roll Call Vote: 9-0-0
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RESOLUTION NO. PMC-99-19

APPROVAL OF MEDICAL LEAVE OF ABSENCE - 2018-2019 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, grants Employee #1883 an unpaid medical leave of absence effective November 30, 2018 through December 31, 2018.

Motion by: Ciresi	Second by: Quigley	Roll Call Vote: 9-0-0
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RESOLUTION NO. PMC-100-19

ACCEPT RESIGNATION FOR THE PURPOSE OF RETIREMENT - 2018-2019 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, accepts the following resignation for the purpose of retirement:

NAME	POSITION	EFFECTIVE DATE
Ernst, Michael	Custodian Pequannock Valley Middle School	12/31/2018

Motion by: Ciresi	Second by: Quigley	Roll Call Vote: 9-0-0
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RESOLUTION NO. PMC-101-19

APPROVAL FOR ADDITIONAL PERIOD ASSIGNMENT/SUPERVISORY DUTY - 2018-2019 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following personnel for an additional period assignment/supervisory duty for the 2018-2019 school year, prorated as per the Negotiated Agreement between the Pequannock Township Board of Education and the Pequannock Township Education Association.

NAME	SCHOOL	FREQUENCY	SUBJECT	EFFECTIVE DATES	SALARY
Lindsay, Jeffrey	5th Period Assignment Pequannock Valley Middle School	60 minutes 5 days/week	ICS Social Studies	12/11/2018-6/30/2019	\$ 4,875

Motion by: Ciresi	Second by: Quigley	Roll Call Vote: 9-0-0
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CURRICULUM, INSTRUCTION AND SPECIAL SERVICES

Ms. Tiffany Osmanski, Chair

- CIS-54-19 Approval of Workshop/Conference Attendance and Reimbursement of Related Travel Expenses
- CIS-55-19 Approval of Student Field Trips
- CIS-56-19 Approval of Out of State Student Field Trips
- CIS-57-19 Approval of New and Revised Curriculum Writing for 2019-2020

RESOLUTION NO. CIS-54-19

APPROVAL OF WORKSHOP/CONFERENCE ATTENDANCE AND REIMBURSEMENT OF RELATED TRAVEL EXPENSES

WHEREAS, the attendance at stated functions was previously approved by the Superintendent of Schools, as work related and within the scope of the work responsibilities of the attendees and the school district’s professional development plan; and

WHEREAS, the attendance at the functions was approved as promoting delivery of instruction or furthering efficient operation of the school district and is deemed fiscally prudent, and

WHEREAS, the travel and related expenses particular to attendance at these functions will be in compliance with state travel payment guidelines established by the Department of Treasury and the Federal Office of Management and Budget;

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent, that the Pequannock Township Board of Education approves these attendances; and

THEREFORE, BE IT FURTHER RESOLVED, that the reimbursement of the related travel expenses shall be in accordance with the above-mentioned guidelines. These are “not-to-exceed” amounts:

Date(s)	Employee/ Board Member	Conference/ Workshop Location	Registra- tion	Travel	Sub Cost	Estimated Total Expense
12/14/18	J. Andresen	NJIT School Counselor Event Newark	\$-0-	\$-0-	n/a	\$-0-
1/31 - 2/1/19	B. Charleston	Techspo ‘19 Atlantic City	\$450.00	\$309.20	n/a	\$759.20
1/31 - 2/1/19	M. Portas	Techspo ‘19 Atlantic City	\$450.00	\$311.53	n/a	\$761.53
1/31 - 2/1/19	D. Spezio	Techspo ‘19 Atlantic City	\$450.00	\$306.34	n/a	\$756.34
1/31 - 2/1/19	E. Sheridan	Techspo ‘19 Atlantic City	\$450.00	\$311.53	n/a	\$761.53
2/28 & 3/1/19	J. Andresen	Assoc. of Student Assistance Conf. Atlantic City	\$325.00	\$85.56	n/a	\$410.56
On or about 3/19 - 3/27/19 and 4/19 - 4/27/19	B. Charleston	EduLink Beijing, China	\$-0-	Not to exceed \$4,500.00/ trip	n/a	Not to exceed \$4,500.00/ trip

Motion by: Osmanski	Second by: Thumann	Roll Call Vote: 9-0-0
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RESOLUTION NO. CIS-55-19
APPROVAL OF STUDENT FIELD TRIPS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following student field trips:

DATE	DESTINATION	PERSON IN CHARGE	SCHOOL/ GRADE/ # STUDENTS	PURPOSE	COST TO STUDENT	COST TO DISTRICT
12/14/18	Hillview School	J. Drashinsky	PV/7-8/4	Practice Oral Reading Skills	\$-0-	\$-0-
12/12 & 12/17/18	Chilton Medical Center	R. Rolling J. Murphy	PTHS/-/2	STEM Videotaping	\$-0-	\$-0-
1/17/19	All District Elementary Schools	E. Honig G. Lipari	PTHS/-/90	FBLA Financial Literacy Lessons	\$-0-	\$190.00 Substitutes
3/5/19	Mayo Performing Arts Morristown	S. Martinez E. Dowd	SJG/3/38	Cultural History Activity	\$11.10	\$125.00 Substitute Nurse
3/5/19	Mayo Performing Arts Morristown	S. McKenna D. Van Ness	NB/3/43	Cultural History Activity	\$16.40	\$-0-
3/5/19	Mayo Performing Arts Morristown	A. Shaw J. Budd K. Barrows	HV/3/59	Cultural History Activity	\$8.00	\$-0-

Motion by: Osmanski	Second by: Thumann	Roll Call Vote: 9-0-0
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RESOLUTION NO. CIS-56-19
APPROVAL OF OUT OF STATE STUDENT FIELD TRIPS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following out-of-state student field trips:

DATE	DESTINATION	PERSON IN CHARGE	SCHOOL/ GRADE/ # STUDENTS	PURPOSE	COST TO STUDENT	COST TO DISTRICT
1/11/19	Morgan Library & Museum New York City	J. Chorazy K. Dahlin	PTHS/-/20	AP English educational tour	\$60.00	\$190.00 Substitutes
On or about 4/19 - 4/27/19	Beijing, China	B. Charleston	PTHS/11-12-/4	PTHS Cultural Ambassadors	Not to exceed \$700.00/per student	Not to exceed \$3000.00

Motion by: Osmanski	Second by: Thumann	Roll Call Vote: 9-0-0
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RESOLUTION NO. CIS-57-19

APPROVAL OF NEW AND REVISED CURRICULUM WRITING FOR 2019-2020

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the writing of the following new and revised curricula aligned to the Core Content and New Jersey Student Learning Standards and payment to assigned writers as per PTEA Agreement Article 32, A.6.n, \$178 per diem, in a total amount not to exceed \$7,500:

<u>TITLE</u>	<u>DAYS ALLOTTED</u>
Introduction to Computer Science I	Full Year New – 6 Days (\$1,068)
Introduction to Computer Science II	Full Year New – 6 Days (\$1,068)
Modern Computing Applications I	Full Year New – 6 Days (\$1,068)
Modern Computing Applications II	Full Year New – 6 Days (\$1,068)
STEM Biology	Full Year New - 6 Days (\$1,068)
STEM Chemistry	Full Year New - 6 Days (\$1,068)
STEM Physics	Full Year New - 6 Days (\$1,068)

Motion by: Osmanski	Second by: Thumann	Roll Call Vote: 9-0-0
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FINANCE, FACILITIES, AND ATHLETICS

Mr. Vincent Siracusa, Chair

Mr. Siracusa thanked the donors for their generosity.

- FFA-53-19 Transfer of Funds for November 2018
- FFA-54-19 Payment of Bills - November 27, 2018 to December 10, 2018
- FFA-55-19 Approval to Accept Donations to the Pequannock Township School District
- FFA-56-19 Approval of Amended IDEA Grant Application for 2018-2019 (FFA-199-18)
- FFA-57-19 Acceptance of 2017-2018 Comprehensive Annual Financial Report and Auditor's' Management Report (held, pending finalization of audit for GASB 75)
- FFA-58-19 Award of Contract for Banking Services
- FFA-59-19 Approval of Capital Reserve Fund Transfer
- FFA-60-19 Award of Contract for Security Vestibule Renovations

RESOLUTION NO. FFA-53-19

TRANSFER OF FUNDS FOR NOVEMBER 2018

RESOLVED, that the Board of Education approves the transfer of funds within the 2018-2019 budget from November 1, 2018 through November 30, 2018 in accordance with the attached list, which shall become a part of the record.

Motion by: Siracusa	Second by: Osmanski	Roll Call Vote: 9-0-0
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RESOLUTION NO. FFA-54-19

PAYMENT OF BILLS – NOVEMBER 27, 2018 TO DECEMBER 10, 2018

RESOLVED, that the Board of Education approves the Bills List, from November 27, 2018 to December 10, 2018, submitted by the School Business Administrator/Board Secretary, as attached:

FUND	AMOUNT
General Funds 10, 20, 40	\$1,339,635.77
Capital Projects Fund 30	\$0.00
Food Service Fund 6x	\$39,077.44

Motion by: Siracusa	Second by: Osmanski	Roll Call Vote: 9-0-0 Abstain: Maier "as FFA-54-19 pertains to me"
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RESOLUTION NO. FFA-55-19

APPROVAL TO ACCEPT DONATIONS TO THE PEQUANNOCK TOWNSHIP SCHOOL DISTRICT

RESOLVED, that the Board of Education, in accordance with Policy 7230 and upon recommendation of the Superintendent, accepts the following donations to the Pequannock Township School District.

DONATION	TO	DONATED BY
Pole Vault Mats and System Value \$20,000	PTHS	Jefferson Township Board of Education
Sports Themed Books Value \$100	Hillview	Kevin Kernan

Motion by: Siracusa	Second by: Osmanski	Roll Call Vote: 9-0-0
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RESOLUTION NO. FFA-56-19

APPROVAL OF AMENDED IDEA GRANT APPLICATION FOR 2018-2019 (FFA-199-18)

RESOLVED, that the Board of Education approves the submission of an amended FY19 IDEA grant application to approve the addition of carryover funds from the FY18 IDEA grant. The amended grant application includes acceptance of the following public and nonpublic funds:

	BASIC	PRESCHOOL
PUBLIC	n/a	\$7,435
NONPUBLIC	\$42,460	n/a
TOTAL	\$42,460	\$7,435

Motion by: Siracusa	Second by: Osmanski	Roll Call Vote: 9-0-0
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RESOLUTION NO. FFA-58-19

AWARD OF CONTRACT FOR BANKING SERVICES

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the award of a banking services contract to Lakeland Bank, as per the attached proposal, effective October 1, 2018 - September 30, 2021.

Motion by: Siracusa	Second by: Osmanski	Roll Call Vote: 9-0-0
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RESOLUTION NO. FFA-59-19

APPROVAL OF CAPITAL RESERVE FUND TRANSFER

RESOLVED, that the Board of Education, approves the transfer of funds from the Capital Reserve Fund to fund projects in the Long Range Facility Plan as follows:

PROJECT	BUDGET ACCOUNT	AMOUNT
Security Vestibule Renovations	12-000-400-450	\$50,400
PTHS Athletic Complex Renovations/ Bathrooms	Fund 30, Capital Projects Fund	\$800,000

Motion by: Siracusa	Second by: Osmanski	Roll Call Vote: 9-0-0
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RESOLUTION NO. FFA-60-19

AWARD OF CONTRACT FOR SECURITY VESTIBULE RENOVATIONS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, accepts the sealed proposals received by the School Business Administrator on December 6, 2018 for the rebid of security vestibule renovations, and approves the award of contract to The G Meyer Group as per the attached, for a total contract amount of \$452,400.00 as follows:

BASE BID	\$384,900.00
ALTERNATE #2	60,000.00
ALTERNATE #6	7,500.00
TOTAL CONTRACT	\$452,400.00

Motion by: Siracusa	Second by: Osmanski	Roll Call Vote: 9-0-0
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POLICY

Ms. Ann Maier, Chair

P-11-19 Approval of New Board Policy for Second Reading and Adoption

RESOLUTION NO. P-11-19

APPROVAL OF NEW BOARD POLICY FOR SECOND READING AND ADOPTION

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the new Board policy as listed for second reading and adoption:

MANUAL SECTION	POLICY/REGULATION(R)
<i>Operations</i>	7425 - Lead Testing of Water in Schools

Motion by: Maier	Second by: Osmanski	Roll Call Vote: 9-0-0
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OPEN TO PUBLIC ANY TOPIC

Members of the public may speak once for a maximum period of five minutes by the clock during this portion of the meeting. The public may speak on **any topic** during their five minutes. If a member of the public raises a question, all questions should be directed to the Board President. Depending on the nature and the complexity of the question, it may or may not be answered during the meeting and, if so, only after the member of the public has completed their comments or reached their allotted time. We also recognize that everyone has the freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name, municipality of residence, and, if applicable, group affiliation and sign in before you begin.

- Melissa Stelmasik of Pompton Plains inquired why no alerts were sent to PTHS parents regarding today’s electrical issues at PTHS.

OLD BUSINESS

None

NEW BUSINESS

- Mrs. Quigley thanked Mr. Siracusa for serving as Vice President. She wished everyone a safe and happy holiday season.

CONSIDERATION OF EXECUTIVE SESSION

RESOLVED, that in accordance with Section 8 of the Open Public Meetings Act, Chapter 231, P.L., the Board has the authority to adjourn to closed session to discuss student matters. Said matters will be made public upon their disposition. Action will be taken.

Motion by: Ciresi	Second by: Thumann	Voice Vote: 9-0-0	Time: 8:12 pm
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The Board reconvened to public session.

RESOLUTION NO. OB-05-19

APPROVAL OF HIB INVESTIGATION DECISIONS

RESOLVED, that the Pequannock Board of Education (hereinafter referred to as the “Board”) hereby affirms the Superintendent’s decision in the following HIB Investigations and directs the Business Administrator/Board Secretary to transmit a copy of the Board’s decision to the affected staff member forthwith.

INVESTIGATION NO.
PTHS-05-19

Motion by: Quigley	Second by: Thumann	Roll Call Vote: 9-0-0
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ADJOURNMENT OF PUBLIC MEETING

Motion by: Maier	Second by: Siracusa	Voice Vote: 9-0-0	Time: 8:43 pm
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Respectfully,



Kateryna W. Bechtel. CPA
Board Secretary

FUTURE PUBLIC BOARD MEETING

January 2, 2019 PTHS 7:00 pm Organization Meeting