

**BUTLER BOARD OF EDUCATION
BUTLER, NJ 07405
AGENDA
EXECUTIVE MEETING 6:00 P.M.
REGULAR MEETING 6:30 P.M.
DECEMBER 18, 2025
BUTLER HIGH SCHOOL MEDIA CENTER**



CALLED TO ORDER:

BY: _____, called the meeting to order at _____, and read the Open Meeting Statement, below:

MEETING NOTICE ANNOUNCEMENT:

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 this Act, the Butler Board of Education has caused notice of this meeting to be advertised by having the date, time, and place thereof posted at the Butler Board of Education Office, 38 Bartholdi Avenue, as designated by the Board of Education for posting of such notice in a public place, with copies of such notice delivered or mailed or electronically mailed to the following:

Suburban Trends and The Daily Record in accordance with Chapter 231, P.L. 1975

Chapter 8, P.L. 1995, provides for the representation of sending school district board of education members on the receiving school district board of education.

The Bloomingdale Board of Education representative has voting privileges on matters as outlined in Board Policy No. 0141.

PLEDGE OF ALLEGIANCE

ROLL CALL (MEETING ATTENDANCE):

A. Allison
J. Tacinelli
J. Tadros

A. Drucker
H. Oguss
C. Ziegler

J. Karpowich
K. Smith
M. Gogel

L. Grecco- Bloomingdale Representative



MOTION TO ENTER CLOSED SESSION

Motion by _____, seconded by _____, that the Butler Board of Education adopt the following resolution:

BE IT RESOLVED, by the Butler Board of Education on this ____ day of _____, 2025 at ____ PM, as follows:

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

WHEREAS, the Butler Board of Education is of the opinion that such circumstances exist to discuss Personnel and Finance which are exempt from public participation pursuant to New Jersey Public Law 1975, Chapter 231 "Open Public Meetings Act";

NOW THEREFORE, BE IT RESOLVED that the Butler Board of Education shall enter Executive Session on _____ at ____ PM.

The Board will reconvene in public session at the conclusion of the Executive Session. The information discussed during the Executive Session will be disclosed to the public as soon as it is determined by the Board that the information is no longer confidential.

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, any investigations or tactics or techniques to protect persons or public property, litigation, anticipated litigation and attorney-client matters.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies.
3. This resolution shall take effect immediately.

By motion of _____, seconded by _____, the meeting was called back to public session at ____ PM.

ANNOUNCEMENT(S):

CORRESPONDENCE:

DISTRICT RECOGNITION:

STUDENT REPRESENTATIVES:

- **Trinity Pang and Dimitri Bozarov**



PRESENTATIONS:

APPROVAL OF MINUTES:

Motion by _____, seconded by _____, it was moved to approve the following minutes and dispense with the reading of the same since each member had received a copy:

- November 20, 2025 executive meeting minutes.
- November 20, 2025 regular meeting minutes.

Upon request, all approved minutes shall be made promptly available to the public at any time on or after the next business day following the meeting, unless the need for confidentiality with respect to the approved Executive Session Minutes exists, in which case all privileged and/or confidential information shall be redacted.

After a review of these executive session minutes, the reasons for prior redactions remain present, to the extent that any prior redactions have been made.

SUPERINTENDENT'S REPORT:

- a. Good News and Progress in Our Schools**
- b. HIB Report - Approval of HIB Self Assessment Report:**

Motion by _____, seconded by _____, that the Butler Board of Education adopt the following resolution:

RESOLVED, that the Board of Education accepts the attached HIB Report beginning November 19, 2025 through December 16, 2025.

School	Incidents Reported	Confirmed Incidents HIB	Inconclusive - Case Remains Active	Unfounded/ Threshold or Code of Conduct Determinations
BHS	0	0	0	0
RBS	2	0	0	2
ADS	0	0	0	0

BE IT FURTHER RESOLVED, that the Butler Board of Education approves the remedial and disciplinary action taken by the building principals.

ROLL CALL:

- | | | |
|--------------|------------|--------------|
| A. Allison | A. Drucker | J. Karpowich |
| J. Tacinelli | H. Oguss | K. Smith |
| J. Tadros | C. Ziegler | M. Gogel |

L. Grecco - Bloomingdale Representative



COMMUNICATIONS:

DELEGATE/LIAISON REPORTS:

- a. Butler Education Foundation - K. Smith
- b. NJ School Boards Delegate - M. Gogel
- c. MOCESCOM - H. Oguss
- d. MCSBA - J. Tadros

PUBLIC PARTICIPATION #1 (on agenda action items only, if applicable):

Public participation shall be governed by the following rules (Per District Policy #0167):

1. The Public participation period shall be for thirty minutes or fewer;
2. A participant must be recognized by the presiding officer and must preface comments by an announcement of his or her name, place of residence, and group affiliation, if appropriate;
3. Each statement made by a participant shall be limited to three minutes' duration;
4. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
5. All statements shall be directed to the presiding officer;
6. The presiding officer may:
 - a) Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
 - b) Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c) Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d) Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
 - e) Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

Please note that "Comments from the Audience" is not a time for dialogue – it is an opportunity for you to share a comment with the Board of Education. In addition, by law, administrators and Board of Education members are not permitted to publicly discuss personnel matters, student discipline, or other issues requiring confidentiality. While we may not respond to your comments, all input shared with the Board of Education is taken very seriously, and will be discussed at future deliberations by the Board of Education and its Committees.



PERSONNEL AND POLICY - J. Tacinelli, Chair

Personnel Committee Meeting Report
Policy Committee Meeting Report

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions PP 20-26 through PP 22-26 as described below:

- PP 20-26 Appointments***
- PP 21-26 Board Policy And Regulation - Second Reading and Adoption***
- PP 22-26 Approval of Revised Job Description***

Discussion:

ROLL CALL:

- | | | |
|--------------|------------|--------------|
| A. Allison | A. Drucker | J. Karpowich |
| J. Tacinelli | H. Oguss | K. Smith |
| J. Tadros | C. Ziegler | M. Gogel |

L. Grecco - Bloomingdale Representative

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motion PP 23-26 as described below:

- PP 23-26 Appointments**

Discussion:

ROLL CALL:

- | | | |
|--------------|------------|--------------|
| A. Allison | A. Drucker | J. Karpowich |
| J. Tacinelli | H. Oguss | K. Smith |
| J. Tadros | C. Ziegler | M. Gogel |

RESOLUTIONS PP 20-26: APPOINTMENTS*

RESOLVED, the Board of Education approves the following appointments pending applicants' completion of all required background checks pursuant to the provisions of N.J.S.A. 18A:6-7 et seq., N.J.S.A. 18A6-4 et seq., and P.L. 2018, c. 5 as applicable:

PERSONNEL

- A. Administrative/ Office Personnel**



Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
Jessica Reyes	Approve Resignation	Secretary to the Director of Student Instructional Services	\$65,630.00	DT		01/31/2026	

B. Instructional

Name	Nature of Action	De/Step	Salary	Location	Date Effective	Date Terminated	Discussion
Haley Lindstrom	Approve	BA/1	\$57,770.00	BHS	02/23/2026	06/30/2026	
Alex Thompson	Approve Resignation	BA+20/10	\$73,926.00	BHS		12/22/2025	

C. Substitute/Other

Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
Haley Lindstrom	Approve	Substitute Teacher	\$120.00/day	BHS	01/05/2026	06/30/2026	
Debra Sprengel	Approve	Substitute Nurse	\$160.00/day	DT	12/19/2025	06/30/2026	

D. Coaches/Activity Positions

Sport	Nature of Action	Coach	Position	Season	Stipend	Longevity	Date Effective	Date Terminated	Discussion
Winter Track	Rescind	Alex Thompson	Assistant Coach	Winter	\$4,264.00	-	11/21/2025	03/05/2026	
Winter Track	Approve	Michael Konopinski	Assistant Coach	Winter	\$4,264.00	-	11/21/2025	03/05/2026	

E. Student Interns/Teacher

Name	Nature of Action	School	Program	Subject	Date Effective	Date Terminated	Discussion
Stephanie Mejia	Approve	BHS	FDU Counseling Program	Counseling	01/05/2026	05/25/2026	

F. Non-Instructional

Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
James Polons	Approve	Boiler License Stipend	\$1,815.00	DT	10/24/2025		



C. Student Interns

Name	Nature of Action	School	Program	Subject	Date Effective	Date Terminated	Discussion

D. Non-Instructional

Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
Randi Manger	Approve	RBT	\$42.50/hour	ADS	12/19/2025	06/30/2026	
Robert Ekins	Approve	RPO	\$30,900.00	ADS	01/05/2025	06/30/2026	
Julie Widmayer	Approve Resignation	Paraprofessional	\$21,363.00	ADS		12/12/2025	
Minjing Mao	Approve Resignation	Paraprofessional	\$21,363.00	ADS		12/22/2025	

E. Extra Duty Pay

Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion

F. Substitute/Other

Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion

CURRICULUM, INSTRUCTION, AND SPECIAL SERVICES - J. Tadros, Chair

Committee Meeting Report

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions CIS 47-26 through CIS 51-26, as described below:

- CIS 47-26 Approval of Professional Development***
- CIS 48-26 Approval of Field Trips***
- CIS 49-26 Approval of Fundraisers***
- CIS 50-26 Approval of Homebound/Bedside Instruction for the 2025-2026 SY***
- CIS 51-26 Approval of the Graduation Report for the 2024-2025 SY***

Discussion:



ROLL CALL:

- | | | |
|--------------|------------|--------------|
| A. Allison | A. Drucker | J. Karpowich |
| J. Tacinelli | H. Oguss | K. Smith |
| J. Tadros | C. Ziegler | M. Gogel |
- L. Grecco - Bloomingdale Representative

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions CIS 52-26 through CIS 54-26, as described below:

- CIS 52-26 Approval of Professional Development**
- CIS 53-26 Approval of Field Trips**
- CIS 54-26 Approval of Fundraisers**

Discussion:

ROLL CALL:

- | | | |
|--------------|------------|--------------|
| A. Allison | A. Drucker | J. Karpowich |
| J. Tacinelli | H. Oguss | K. Smith |
| J. Tadros | C. Ziegler | M. Gogel |

RESOLUTION CIS 47-26: APPROVAL OF PROFESSIONAL DEVELOPMENT*

RESOLVED, the Board of Education approves the following professional days for the 2025-2026 school year:

Date	Vendor	Workshop Title/Presenter	Cost	Participants/Requestor
12/09/2025	North Jersey Area Band	Director Meeting / Rehearsal	\$31.02	Lyn Lowndes

RESOLUTION CIS 48-26: APPROVAL OF FIELD TRIPS*

RESOLVED, the Board of Education approves the following field trips for the 2025-2026 school year:

Date	School	Destination/ Purpose	Requesters/Chaperones	Cost/Funding Source
03/03/2026	BHS	Harrah’s Resort Atlantic City, NJ / DECA State Competition	Lisa Chestnutt Brian Baylor Steven Pocze Rory Fitzgerald Tyler Wheelwright Rebecca Collette	\$350.00 per student / Various fundraisers & individual student payments



RESOLUTION CIS 49-26: APPROVAL OF FUNDRAISERS*

RESOLVED, the Board of Education approves the following fundraisers and activities for the 2025-2026 school year:

Club/Activity	Dates of Fundraiser	Event Description	Purpose of Fundraiser

RESOLUTION CIS 50-26: APPROVAL OF HOMEBOUND/BEDSIDE INSTRUCTION*

RESOLVED, the Board of Education approves Home Instruction/Bedside Hours as per Guidance Department, Student Physician, and/or Court Order, paid upon submission of timesheets:

Student ID Number/District	Grade	Effective Date	Hours Per Week	End Date
#95164/Butler	10	12/03/2025	10	01/05/2026
#95000/Butler	11	12/05/2025	10	01/30/2026
#95312/Butler	9	11/25/2025	10	12/01/2025

RESOLUTION CIS 51-26: APPROVAL OF 2024-2025 GRADUATION REPORT*

RESOLVED, the Board of Education approves the 2024-2025 Graduation Report

<i>Total # of Seniors</i>	<i>Total # of Graduates</i>	<i>Total # of Students Using Grad Pathways D, E, F, G, H, I, J, K, L</i>	<i>Total # of Students Using Grad Pathways A, B, C</i>	<i>Total # of Students Graduating under Portfolio Appeals Process</i>	<i>Total # off Students Receiving State-Endorsed High School Diplomas as a result of meeting alternate Requirements for Graduation as Stipulated in their IEP</i>	<i>Total # of Students Denied Graduation for Pathway R</i>	<i>Total # of Students Denied Graduation Pathway P</i>	<i>Total # of Students Denied Graduation from BHS due to failure to pass the NJPGA, NJSLA, Competency Tests, or Portfolio Appeals Process</i>
159	147	118	0	28	4	4	6	2

RESOLUTION CIS 52-26: APPROVAL OF PROFESSIONAL DEVELOPMENT

RESOLVED, the Board of Education approves the following professional days for the 2025-2026 school year:



Date	Vendor	Workshop Title/Presenter	Cost	Participants/Requestor
01/29/2026, 06/03/2026	NJ Consortium for Gifted & Talented	Share Meeting / G&T Teachers	\$0.00	Jaclyn Amato

RESOLUTION CIS 53-26: APPROVAL OF FIELD TRIPS

RESOLVED, the Board of Education approves the following field trips for the 2025-2026 school year:

Date	School	Destination/ Purpose	Requesters/Chaperones	Cost/Funding Source

RESOLUTION CIS 54-26: APPROVAL OF FUNDRAISERS

RESOLVED, the Board of Education approves the following fundraisers and activities for the 2025-2026 school year:

Club/Activity	Dates of Fundraiser	Event Description	Purpose of Fundraiser
National Junior Honor Society	12/08/2025	Bake Sale	To Support the Tri-Boro Animal Welfare in Butler

FINANCE - C. Ziegler, Chair

Committee Meeting Report

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions FIN 54-26 through FIN 62-26, as described below:

- FIN 54-26 Bills and Claims and Payroll Report***
- FIN 55-26 Open Purchase Order Reports***
- FIN 56-26 Transfers***
- FIN 57-26 Reports of the Secretary and Treasurer***
- FIN 58-26 Approval of Agreement with the Language Center for the 2025/2026 SY***
- FIN 59-26 Approval of contract with LearnWell Education for the 2025/2026 SY***
- FIN 60-26 Approval of Anonymous Donation***
- FIN 61-26 Contract Award - Window Replacements at the Butler High School***
- FIN 62-26 Contract Award - Roof Replacement at the Richard Butler School***

Discussion:



ROLL CALL:

A. Allison
J. Tacinelli
J. Tadros

A. Drucker
H. Oguss
C. Ziegler

J. Karpowich
K. Smith
M. Gogel

L. Grecco - Bloomingdale Representative

RESOLUTION FIN 54-26: BILLS AND CLAIMS AND PAYROLL REPORT*

RESOLVED, the Board of Education approves the **Bills and Claims and Payroll Report**, as per attached list, in the amount of **\$2,231,957.00** and further move that the following bills drawn on the current account in the total amount of **\$345,834.45** for materials received and/or services rendered, having been duly audited by the business administrator and submitted to the Board, be ratified by the Board.

RESOLUTION FIN 55-26: OPEN PURCHASE ORDER REPORTS*

RESOLVED, the Board of Education authorizes approval of the **Open Purchase Order Reports**, as per attached, in the amount of **\$66,937.25**.

RESOLUTION FIN 56-26: TRANSFERS*

RESOLVED, the Board of Education approves transfers for the month of **November 30, 2025** as presented and on file in the Board Office.

RESOLUTION FIN 57-26: REPORTS OF THE SECRETARY AND TREASURER*

RESOLVED, the Board of Education approves reports of the Secretary and Treasurer for the period ending **October 31, 2025 and November 30, 2025** Pursuant to N.J.A.C. 6:20-2.13, and 6:20-2A.10 (d) and (e), and as certified by the Board Secretary, the Board certifies that no budgetary line account has been over expended or has obligations or payments which in total exceed the amount appropriated by the Board of Education, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

RESOLUTION FIN 58-26: APPROVAL OF AGREEMENT WITH THE LANGUAGE CENTER FOR THE 2025/2026 SY*

RESOLVED, the Board of Education approves the agreement with The Language Center to provide interpretation as needed for the 2025/2026 school year.

RESOLUTION FIN 59-26: APPROVAL OF CONTRACT WITH LEARNWELL EDUCATION FOR THE 2025/2026 SY*

RESOLVED, the Board of Education approves a contract with LearnWell Education to provide educational services (home instruction) at a rate of \$63.75 per hour, 10 hours per week, plus an additional 33% service fee for the 2025/2026 school year.



RESOLUTION FIN 60-26: APPROVAL OF ANONYMOUS DONATION*

RESOLVED, the Board of Education accepts the donation from an Anonymous Donor to the Butler High School Football team for the purchase of the Championship Rings in the amount of \$13,680.00.

RESOLUTION FIN 61-26: CONTRACT AWARD - WINDOW REPLACEMENTS AT THE BUTLER HIGH SCHOOL*

WHEREAS, a recommendation was made by the Administration to seek a contract for construction services and materials for the **Window Replacements at the Butler High School**.

WHEREAS, the project was properly advertised to prospective bidders in accordance with N.J.S.A. 18A:18A-4; and

WHEREAS, on Wednesday, December 17, 2025, the Board received bids from potential bidders in accordance with N.J.S.A. 18A:18A-1, et seq.:

WHEREAS, the bid submitted by Panoramic Window & Door Systems Inc has been reviewed and determined to be in compliance with New Jersey Public Contract Laws, N.J.S.A. 18A:18A-1, et seq. and the bid specifications, and

WHEREAS, the Board, has considered the recommendation by the administration and approves same;

NOW, THEREFORE:

BE IT RESOLVED, The Butler Board of Education, upon the recommendation of the Superintendent, approves the contract award for the Window Replacements at the Butler High School to Panoramic Window & Door Systems Inc., Stockton, NJ, as the lowest responsive bidder, in the base bid of \$349,000.00 plus Alt #1 \$80,000.00 inclusive of a 10% Bid Bond general allowance, as per sealed bids received and opened on December 17, 2025. The other (3) bidders were not the lowest responsible bidders and were therefore all rejected. All bids have been reviewed by the Board's professionals.

RESOLUTION FIN 62-26: CONTRACT AWARD - ROOF REPLACEMENT AT THE RICHARD BUTLER SCHOOL*

WHEREAS, a recommendation was made by the Administration to seek a contract for construction services and materials for the **Roof Replacement at the Richard Butler School**.

WHEREAS, the project was properly advertised to prospective bidders in accordance with N.J.S.A. 18A:18A-4; and

WHEREAS, on Wednesday, December 17, 2025, the Board received bids from potential bidders in accordance with N.J.S.A. 18A:18A-1, et seq.:

WHEREAS, the lowest bid submitted by Arco Construction, Inc. has been reviewed and deemed non-compliant with the bid specifications and New Jersey Public Contracts Law, N.J.S.A. 18A:18A-1 et seq., and therefore, rejected;



WHEREAS, the next low bid for the Project was submitted by Patwood Roofing Co., whose bid has been reviewed and deemed within budget and compliant with the bid specifications and New Jersey Public Contracts Law, N.J.S.A. 18-A:18A-1 et seq.; and

WHEREAS, the Board, has considered the recommendation by the administration and approves same;

NOW, THEREFORE:

BE IT RESOLVED, The Butler Board of Education, upon the recommendation of the Superintendent, approves the contract award for the Roof Replacement at the Richard Butler School to Patwood Roofing Co., Little Falls, NJ, as the lowest responsive bidder, in the base bid of \$1,039,000.00 inclusive of a 10% Bid Bond general allowance, as per sealed bids received and opened on December 17, 2025. The other (9) bidders were not the lowest responsible bidders and were therefore all rejected. All bids have been reviewed by the Board’s professionals.

OPERATIONS - C. Ziegler, Chair
Committee Meeting Report

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motion OPS 19-26, as described below:

OPS 19-26 HS/District Facility Use Requests*

Discussion:

ROLL CALL:

- | | | |
|--------------|------------|--------------|
| A. Allison | A. Drucker | J. Karpowich |
| J. Tacinelli | H. Oguss | K. Smith |
| J. Tadros | C. Ziegler | M. Gogel |
- L. Grecco - Bloomingdale Representative

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motion OPS 20-26 as described below:

OPS 20-26 Elementary Facility Use Requests

Discussion:

ROLL CALL:

- | | | |
|--------------|------------|--------------|
| A. Allison | A. Drucker | J. Karpowich |
| J. Tacinelli | H. Oguss | K. Smith |
| J. Tadros | C. Ziegler | M. Gogel |



RESOLUTION OPS 19-26: HS/DISTRICT FACILITY USE REQUESTS*

RESOLVED, the Board of Education approves the following application(s) for **use of facilities** for the **2025-2026** school year:

Date	Group	Event	Place	Classification/ App. #	Fee
1/4/2026	Bloomingtondale PTA	Harlem Wizards	BHS Media Center (Request for additional room from previous approved facility request)	SY 25/26 -B1(67)	\$0.00
1/14/2026	BHS Career College Readiness	Guest Speaker Jenny Tanis	Mrs. Vogel English Class 12th Grade	SY 25/26 -A1(9)	\$0.00

RESOLUTION OPS 20-26: ELEMENTARY FACILITY USE REQUESTS

RESOLVED, the Board of Education approves the following application(s) for **use of facilities** for the **2025-2026** school year:

Date	Group	Event	Place	Classification/ App. #	Fee
1/8/2026	Butler PTA	UPaint Studio After School Painting	RBS Multipurpose Room 2:30 p.m.~4:30 p.m.	SY 25/26 -B1(65)	\$0.00
3/3/2026	Butler / Bloomingtondale Girl Scouts	Girl Scouts Event	ADS Gym 6:30 p.m.~8:30 p.m.	SY 25/26 -B1(66)	\$0.00
2/21/2026 2/28/2026 3/7/2026 3/21/2026	Tri-Boro Little League	Skill Clinics & Picture Day	RBS Gym 8:00 a.m.~2:00 p.m.	SY 25/26 -B1(68)	\$0.00

UNFINISHED BUSINESS/FOLLOW UP PREVIOUS AGENDA:

NEW BUSINESS:

PUBLIC PARTICIPATION #2:

FOR THE GOOD OF THE ORDER:



ADJOURNMENT:

Motion by _____, seconded by _____, that the Butler Board of Education adopt the following resolution:

RESOLVED, that the Board of Education approves the motion to close the meeting of the Butler Board of Education at _____p.m.