

BOARD OF EDUCATION MEETING
AUDUBON HIGH SCHOOL LIBRARY MEDIA CENTER
MONDAY, JULY 27, 2026
5:30 P.M.
AGENDA

- I. **Call to Order:** In accordance with the provisions of the New Jersey Open Public Meeting Act of 1975, the Audubon Board of Education transmitted notice of the meeting, scheduled at 5:30 pm in the Audubon Junior-Senior High School Media Center to the Retrospect newspaper and the Borough Clerk and by postings on the Audubon Public School District website and at the Main and the Pine Street entrances of the Junior-Senior High School.

II. **Roll Call**

SY 2024-2026

___ Ian Reutlinger

___ Mark Gatti

___ Bill Wilson

SY 2025-2027

___ Danielle DiFrancesco

___ Allison Cox

___ Andrea Robinson

SY 2026-2028

___ Ammie Davis

___ Stephen Wilson

___ Sara Kuhlen

SY 2026 Mt. Ephraim Representative

___ Michelle Cannaday

Student Representative to the Board

___ Ryan Wynn

Apprentice Student Representative

___ TBD

III. **Call Meeting to Order**

IV. **Flag Salute**

V. **Student Representatives to the Board Report**

Ryan Wynn, 12th Grade

VI. **Superintendent's & District Report(s):**

VII. **Approval of Board Minutes:**

1. Motion to approve the following minutes:

June 3, 2026 Public Session
June 22, 2026 Public Session

Motion to Approve: _____ Second: _____

Roll Call

___ Ammie Davis ___ Stephen Wilson ___ Sara Kuhlen ___ Michelle Cannaday
___ Ian Reutlinger ___ Mark Gatti ___ Bill Wilson
___ Danielle DiFrancesco ___ Allison Cox ___ Andrea Robinson

VIII. Participation: (Agenda Items Only)

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board has set aside two portions of this Board meeting for public comment on any school or school district issue that a member of the public feels may be of interest to the residents of the school district.

For the first portion, public comments are invited on matters pertaining only to the agenda for tonight's meeting. For the second portion, public comments are invited on all matters pertaining to the school district.

Participants should announce their name, address, and any group they may represent, if applicable. The Board reserves the right to limit public discussion. Public discussion of a topic will be limited to fifteen (15) minutes, and individual speakers will be limited to three (3) minutes. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard. Reference bylaws #0167 of the Audubon Public Schools Board of Education Manual.

The Board uses the public comment period as an opportunity to listen to citizens. Not all issues brought to a Board meeting will be resolved at that particular meeting. Complaints stated or actions requested by the public may be taken under advisement by the Board for investigation, discussion, action, or disposition at a later date or time. The public comment sessions are an opportunity for citizens to share their opinions and remarks with the Board; it is not a question and answer session. The Board may or may not respond to public comments at the time they are made and is under no obligation to do so.

The Board does not endorse public comments nor will the Board be held liable for comments made by members of the public. Any individuals who may be the subject of public comments, including district employees, shall retain all rights against defamation and slander according to the laws of New Jersey.

All motions are voted on by all members unless otherwise marked with a +.

Board of Education Goals

Through oversight and advocacy in committee meetings, regular monthly meetings, and through a close review of Superintendent recommendations, the Board will

- ❖ continue to provide equitable access to a rigorous curriculum while focusing on improving student achievement and decreasing achievement gaps.
- ❖ work to maintain a cost-effective budget that provides for educational resources, supports a preventative maintenance program, and encourages & facilitates long-range facility improvements while remaining fiscally responsible.
- ❖ foster a safe and positive school climate and culture in order to positively impact student motivation, engagement, and achievement.
- ❖ conduct a monthly review of the Superintendent's goals.
- ❖ develop a Policy review Calendar.

IX. **GOVERNANCE:** Chairperson – Sara Kuhlen; Committee Members – Danielle DiFrancesco, Ian Reutlinger, Michelle Cannaday; and Alternate – Andrea Robinson

1. Motion to approve the Mansion Avenue School Parent-Guardian Handbook for the 2026-2027 school year at the recommendation of the Superintendent of Schools.

MAS Handbook

Motion to Approve items 1 through 1: _____ Second: _____

Roll Call

___ Ammie Davis	___ Stephen Wilson	___ Sara Kuhlen	___ Michelle Cannaday
___ Ian Reutlinger	___ Mark Gatti	___ Bill Wilson	
___ Danielle DiFrancesco	___ Allison Cox	___ Andrea Robinson	

X. **OPERATIONS:** Chairperson – Mark Gatti; Committee Members – Allison Cox, Ian Reutlinger, Stephen Wilson; and Alternate – Ammie Davis

No motionas

XI. **EDUCATION:** Chairperson – Andrea Robinson; Committee Members – Bill Wilson, Danielle DiFrancesco, Sara Kuhlen and Alternate – Michelle Cannaday

1. Motion to approve the mediation agreement for T.D. & J.D. o/b/o N.D. vs. Audubon Public School District Board of Education.

Mediation Agreement

Motion to Approve Items 1 through 1: _____ Second: _____

Roll Call

___ Ammie Davis	___ Stephen Wilson	___ Sara Kuhlen	___ Michelle Cannaday
___ Ian Reutlinger	___ Mark Gatti	___ Bill Wilson	
___ Danielle DiFrancesco	___ Allison Cox	___ Andrea Robinson	

2. **+Approval of Attendance at Conferences and Workshops for the 2026-2027 School Year**

WHEREAS, certain **Audubon Public School District employees** have requested authorization to attend the conference(s)/Workshop(s) listed below, and

WHEREAS, the attendance of each employee at the specified conference/workshop is educationally necessary, fiscally prudent and 1) directly related to and within the scope of the employee's current responsibilities and the **District's Professional Learning Plan**, and 2) critical to the instructional needs of the District or furthers **RESOLVED**, that the **Audubon Board of Education** authorizes the attendance of the employees at the specified conferences/workshops listed below, and be it

FURTHER RESOLVED, that the **Board** hereby determines that the estimated expenses related to the authorized travel listed below are justified and

THEREFORE, authorizes payment of any registration fees and statutorily authorized travel expenditures to the designated employees, not to exceed District budgetary limitations and to be in

accordance with the provisions of *N.J.S.A. 18A:11-12*, the District's travel policy and procedures, State travel payment guidelines established by the Department of Treasury in NJ OMB circular letter 08-13-OMB, and the efficient operation of the District;

NOW, THEREFORE BE IT

with the guidelines established by the federal Office of Management and Budget:

Participant	Conference Title & Location	Date(s)	Cost
Francesca Eagan	Link It! Data Forward Summer Institute Pennsauken, NJ	8/11/26 - 8/12/26	\$350.00
Cara Novick	Handle with Care Training (Re-Certification) Hamilton, NJ	9/18/26	\$625.00

3. Motion to update the approved following field trip and curriculum trip requests for the 2026-2027 school year:

School	Destination of Trip / Staff in charge	Date	Time(s)	Chaperones & Students	Purpose of Trip	Trip/Bus Cost
HAS	Philadelphia Zoo Philadelphia, PA B. Henderson	9/22/26 Rain date: 9/28/26	Depart: 8:30 am Return: 2:00 pm	77 students, 15 chaperones	To explore, discover, and learn about animals and animal habitats	\$470.00 Paid for by students

4. Motion to approve the following student(s) for a Clinical Practice experience, at the recommendation of the Superintendent of Schools.

Student	College / University	Grade / Subject	Dates	Cooperating Teacher(s)
Michael Rossano	Stockton University	Grade 2	9/14/26 - 12/18/26 1/4/27 - 5/1/27	Alycia Colucci

5. Motion to approve the following out-of-district placements for the 2026-2027 school year at the recommendation of Special Services Department:

State ID#	Placement	Tuition \$	ESY \$	Extraordinary Services \$
6236323513	HollyDell School	98,400.60	17,493.44	
3914473283	Archbishop Damiano School	58,383.00	9,730.50	46,410.00

6. Motion to approve the contract with the New Jersey Commission for the Blind for the 2026/2027 school year in the amount of \$2,668.00 to provide services for one eligible student..

Motion to Approve Items 2 through 6: _____ Second: _____

Roll Call

___ Ammie Davis ___ Stephen Wilson ___ Sara Kuhlen ___ Michelle Cannaday
 ___ Ian Reutlinger ___ Mark Gatti ___ Bill Wilson
 ___ Danielle DiFrancesco ___ Allison Cox ___ Andrea Robinson

XII. HUMAN RESOURCES: Chairperson – Stephen Wilson; Committee Members – Allison Cox, Ammie Davis, Mark Gatti and Alternate - Bill Wilson

1. Motion to approve the first-year tenure-track Part-Time Instrumental Music Teacher contract for Shawn Clerkin at the Audubon Jr./Sr. High School, at Step 6, MA, (FTE 0.87) effective on September 1, 2026 for the 2026-2027 school year in accordance with the 2024-2027 negotiated contract between the Audubon Board of Education and the Audubon Education Association, pending the completion of all Audubon Board of Education and New Jersey Department of Education requirements, at the recommendation of the Superintendent of Schools.

Resume

Motion to Approve Items 1 through 1: _____ Second: _____

Roll Call

___ Ammie Davis ___ Stephen Wilson ___ Sara Kuhlen ___ Michelle Cannaday
 ___ Ian Reutlinger ___ Mark Gatti ___ Bill Wilson
 ___ Danielle DiFrancesco ___ Allison Cox ___ Andrea Robinson

2. +Motion to accept the letter of resignation, effective July 15, 2026, from Steven McCormack, from Mansion Avenue School.
3. +Motion to accept the letter of resignation, effective June 30, 2026, from Anna Marie Ferrell, from Mansion Avenue School.
4. +Motion to approve the following staff members for the 2026-2027 Special Education Extended School Year Program for classified students.

<u>1:1 Paraprofessional</u> 16 days x 3 hours/day at Step 1 - sub cert (Paraprofessional guide)	Kaci Draves
<u>Preschool and/or Elementary Substitute Special Ed Teacher – one position</u> Instructional rate, (\$40/hr.) up to 3hours/day Non-instructional prep time, (\$30/hr) up to 1 hour/day	Melissa Falkowski

5. +Motion to approve the first year tenure track Part Time Instrumental Music Teacher contract for Natalie Weaver at Mansion Avenue School, at Step 1, BA, (FTE 0.87) effective on September 1, 2026 for the 2026-2027 school year in accordance with the 2024-2027 negotiated contract between the Audubon Board of Education and the Audubon Education Association, pending the completion of all Audubon Board of Education and New Jersey Department of Education requirements, at the recommendation of the Superintendent of Schools.

Resume

6. +Motion to approve the request from employee #1726 to invoke a Family and Medical Leave of Absence, effective August 5, 2026 through September 16, 2026, at the recommendation of the Superintendent of Schools.

August 5, 2026 through September 16, 2026 FMLA Leave (6 Weeks)

August 5, 2026 through September 16, 2026 Paid Leave (35 sick days)

7. Motion to abolish the following position/codes and replace.

Current Position Code (To Be Abolished)	New Position Code
Instrumental Music Teacher - MAS (FTE 1.00)	Instrumental Music Teacher - MAS (FTE 0.87)

8. +Motion to approve the creation of the following positions, effective September 1, 2026:

- Audubon Preschool Teacher - located at Haviland Avenue School
- Audubon Preschool Teacher - located at Haviland Avenue School
- Audubon Preschool Paraprofessional - located at Haviland Avenue School
- Audubon Preschool Paraprofessional - located at Haviland Avenue School

9. +Motion to approve the following Elementary School extracurricular contracts for the 2026-2027 school year in accordance with the negotiated 2024-2027 contract between the Audubon Board of Education and the Audubon Education Association at the recommendation of the Superintendent of Schools.

Name	Position/Activity	Contractual Rate
Brad Rehn	Safety Patrol Head	\$3,297.43
Missy Falkowski	Safety Patrol Assistant	\$1,695.43
Katie Hueber	Student Council	\$1,695.43
Rachel Simonetti	Detention	\$25 /hr
Becky Gilbert	Detention	\$25 /hr
Cara Novick	Detention (Substitute)	\$25 /hr
Natalie Weaver	Instrumental Music	\$2,801.43
Carl Ellinwood	Choral Music	\$3,295.43
Maddy Meehan	School Newspaper	\$1,454.43
Cara Novick	I&RS Team	\$1,463.43
Kyle Shireman	I&RS Team	\$1,463.43
Christine Karageorgis	I&RS Team	\$1,463.43
Katie Hueber	I&RS Team	\$1,463.43
Erica Cavanaugh	I&RS Team	\$1,463.43
Elizabeth McCurdy	I&RS Team	\$1,463.43
Maria McCutcheon	I&RS Team	\$1,463.43
Francine Bechtel	I&RS Team	\$1,463.43
Nancy Scully	I&RS Team	\$1,463.43
Rosemary Lang	I&RS Team	\$1,463.43
Kim Brach	I&RS Team	\$1,463.43
Kristina Miller	I&RS Team	\$1,463.43
Tricia Martel	Website Manager MAS	\$2,202.43
Kelley Stenton	Website Manager HAS/APS	\$2,202.43
Jessica Barragan	Art Club	\$1,551.43
Tricia Martel	Student Enrichment Club	\$1,398.43
Erica Cavanaugh	Student Enrichment Club	\$1,398.43
Erica Cavanaugh	Historical Theater Club	\$1,182.43
Shannon Mavros	Historical Theater Club	\$1,182.43

Kelly Angelone	Homework Club	\$40/hr
Carrie Figueroa	Homework Club	\$40/hr
Shannon Horan	Homework Club	\$40/hr
Alexis Miller	Homework Club	\$40/hr
Becky Gilbert	Homework Club	\$40/hr
Dante Acerbo	Homework Club	\$40/hr
Jen Beebe	Family Writing Club	\$1,382.00
Terri Salamone	Family Writing Club	\$1,382.00
Cara Novick	Running Club	\$432.00
Kelly Angelone	Running Club	\$432.00
Dante Acerbo	Running Club Alternate (Sub)	\$0.00
Nicole Lombardi	Dance Club	\$432.00
Stephanie Berenato	Dance Club	\$432.00
Nicole Lombardi	Yoga Club	\$432.00
Stephanie Berenato	Yoga Club	\$432.00
Rachel Nugent	Yoga Club Alternate (Sub)	\$0.00
Jessica Barragan	Adventuring Club	\$512.00

10. +Motion to approve the following staff members to serve on the Instructional Council for the 2026-2027 school year, with compensation as per the AEA negotiated agreement (\$2,085.43 per person), at the recommendation of the Superintendent of Schools.

Becky Gilbert	Christine Fox-Kasilowski
Kristina Jakubowski	Kristina Miller
Kim Brach	Kelly Miller
Erica Cavanaugh	Kelly Angelone

11. +Motion to approve the following certified staff to chaperone Mansion Avenue School evening activities during the 2026-2027 school year at the non-instructional negotiated rate (\$30/hour) not to exceed \$3,000.00 total, at the recommendation of the Superintendent of Schools.

Shannon Horan	Katie Hueber	Dante Acerbo	Becky Gilbert
Shannon Mavros	Chloe Castro	Eunice Englehart	Terri Salamone
Bianca Saunders	Cara Novick	Kristen Rosenberg	Alexis Miller
Kelly Angelone	Rachel Nugent	Maddy Meehan	Erica Cavanaugh

12. +Motion to approve the following non-certified staff to chaperone Mansion Avenue School evening activities during the 2026-2027 school year at their hourly rate, at the recommendation of the Superintendent of Schools.

Amy Liberi	Kelly Voll
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13. +Motion to approve the following elementary MTSS summer committee members (July 1, 2026 – August 28, 2026) with executed time sheets, as recommended by the Superintendent of Schools:

Name	Max Hours	Rate (Negotiated Non-Instructional)
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Alycia Colucci	12 hours	\$30/hour
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14. +Motion to approve the Mansion Avenue School Safety Team for the 2026-2027 school year, at the non-instructional negotiated rate of \$30/hour, for up to two meetings at one hour each (\$60.00 maximum per member), at the recommendation of the Superintendent of Schools.

Rachel Simonetti	Cara Novick	Jen Beebe
Kyle Shireman	Kelly Angelone	Dante Acerbo

15. +Motion to approve the following staff members as Social/Emotional Learning/HIB Interventionists at Mansion Avenue School for the 2026-2027 school year; meetings when needed, at the negotiated instructional rate (\$40/hour), at the recommendation of the Superintendent of Schools to be paid through Municipal Alliance Grant.

Kyle Shireman	Rachel Simonetti	Cara Novick
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16. +Motion to approve the following staff members as Mansion Avenue School Gardening Club advisers/supports staff for the 2026-2027 school year, up to 15 meetings per year at the instructional negotiated rate (\$40/hour) plus 1 hour of prep at the non-instructional negotiated rate (\$30/hour) per meeting; support staff up to 15 meetings per year at the at the instructional negotiated rate (\$40/hour), with executed time sheets, at the recommendation of the Superintendent of Schools.

Elizabeth McCurdy – Advisor (\$1,400.00 maximum)
Kristen Rosenberg – Advisor (\$1,400.00 maximum)
Colleen McFetridge – Support Staff (\$800.00 maximum)
Shannon Mavros – Support Staff (\$800.00 maximum)

17. +Motion to approve the Mansion Avenue Musical Directors for the 2026-2027 school year, with a total stipend of \$ 1,500.00, split at \$750.00 per director, at the recommendation of the Superintendent of Schools.

Tyler Baker	Natalie Weaver
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18. +Motion to approve the Mansion Avenue Musical volunteer(s) (unpaid) for the 2026-2027 school year pending the completion of all Audubon Board of Education and New Jersey Department of Education requirements at the recommendation of the Superintendent of Schools.

Ashley Engelson	Emily Feeley
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19. +Motion to approve the Mansion Avenue Yearbook Liaison for the 2026-2027 school year; for a total stipend of \$750.00, at the recommendation of the Superintendent of Schools.

Erica Cavanaugh

20. +Motion to approve the following staff to facilitate the Mansion Avenue School helping PAWS Club for the 2026-2027 school year; club meetings outside the school day, up to 15 meetings per year; at the instructional negotiated rate (\$40/hour), at the recommendation of the Superintendent of Schools.

Shannon Horan - Advisor
Alexis Miller - Advisor
Dante Acerbo - Substitute
Cara Novick - Substitute

21. +Motion to approve the following Breakfast Proctor(s) for the 2026-2027 school year; morning breakfast duty for a total stipend of \$1,250.00, at the recommendation of the Superintendent of Schools.

22. +Motion to approve Erica Cavanaugh to prepare and present at New Hire Orientation on August 25, 2026 & August 26, 2026 to be paid up to twelve (12) hours at the non-instructional rate of \$30.00 per hour. with executed timesheets, at the recommendation of the Superintendent of Schools.
23. +Motion to approve the following staff member(s) to provide a Special Education Paraprofessional training workshop prior to the start of the 2026-2027 school year, at the AEA-negotiated rate of \$60 for 2 hours of preparation and \$60 for 1 hour of presentation.

Name	Preparation Hours	Presentation Hours	Total Payment
Carrie Figueroa	3 hours (\$90.00)	2 hours (\$120.00)	\$210.00
Melissa Falkowski	3 hours (\$90.00)	2 hours (\$120.00)	\$210.00

24. +Motion to approve Kelley Stenton to complete the following summer hours for the Audubon Preschool at the negotiated rate of \$30.00 per hour from July 1, 2026, through August 28, 2026, with executed time sheets, to be paid through the Preschool Grant, at the recommendation of the Superintendent of Schools.

Position	Hours	Compensation
Administrative Assistant	140 hours (20 hrs per week for 7 weeks)	\$4,200.00

25. +Motion to approve Silveria Galvan to complete 16 summer hours for Preschool Instructional Coach for the Audubon Preschool at the negotiated rate of \$30.00 per hour from July 1, 2026, through August 28, 2026, with executed time sheets, to be paid through the Preschool Grant, at the recommendation of the Superintendent of Schools.
26. +Motion to approve the following staff members to the Haviland Avenue School SCIP committee for the 2026-2027 school year. Summer committee meetings (July 1, 2026 to August 28, 2026) to be paid at the AEA negotiated non-instructional rate of \$30.00 per hour with executed time sheets for up to ten (10) hours each member, at the recommendation of the Superintendent of Schools.

Kristina Miller	Brianna Henderson	Christine Fox-Kasilowski
Christa Timpano	Chelsea Rohner	

27. +Motion to approve the following staff members for the Preschool Intervention & Referral Service Team (PIRT) at the Audubon Preschool for the 2026-2027 school year. The team will meet outside the school day as scheduled. It will be paid at the non-instructional negotiated rate (\$30/hour) for up to 2 meetings per month per team member, with executed time sheets, at the recommendation of the Superintendent of Schools.

Maria McCutcheon	Kelley Stenton	Silveria Galvan
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28. +Motion to approve the following staff members for the Positive Behavior in Schools (PBIS) team at Haviland Avenue School for the 2026-2027 school year, effective July 1, 2026 through June 30, 2027, with executed timesheets at the recommended by the Superintendent of Schools.

Name	Max Hours	Rate
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Alycia Colucci	20 hours	\$30/hour
Kristina Miller	20 hours	\$30/hour
Brianna Henderson	20 hours	\$30/hour
Maria McCutcheon	20 hours	\$30/hour
Melissa Chisholm	20 hours	Hourly rate
Diebra Newman	20 hours	Hourly rate
Brittany Green	20 hours	\$30/hour
Christine Smialowski	20 hours	Hourly rate

29. +Motion to approve the Haviland Avenue School Safety Team for the 2026-2027 school year, at the non-instructional negotiated rate of \$30/hour, for up to two meetings at one hour each (\$60.00 maximum per member), at the recommendation of the Superintendent of Schools.

Kristina Miller

Maria McCutcheon

Blake Zetusky

30. +Motion to approve the following employees for the screening of newly registered students at Haviland Avenue School for the 2026-2027 school year to be paid at the AEA non-instructional rate of \$30/hour for a maximum of 16 hours from July 14, 2026 to August 29, 2026, with executed timesheets at the recommendation of the Superintendent of Schools.

Kim Brach	Francine Bechtel
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31. +Motion to approve the following certified staff members as Elementary School Head Teachers, at the recommendation of the Superintendent of Schools.

Name	Position	Stipend
Maria McCutcheon	Haviland Avenue School Head Teacher	\$3,000.00

32. +Motion to approve the hours for Sarah Urban to complete KEYS duties as assigned and preapproved by the Superintendent of Schools for up to 40 hours at the negotiated rate of \$24.75 per hour from July 1, 2026 through August 28, 2026 with executed time sheets, at the recommendation of the Superintendent of Schools.

Motion to Approve Item(s) 2 through 32: _____ Second: _____

Roll Call

___ Ammie Davis ___ Stephen Wilson ___ Sara Kuhlen ___ Michelle Cannaday
 ___ Ian Reutlinger ___ Mark Gatti ___ Bill Wilson
 ___ Danielle DiFrancesco ___ Allison Cox ___ Andrea Robinson

XIII. Board Member Comments

XIV. **Public Participation:** (Open Discussion)

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board has set aside two portions of this Board meeting for public comment on any school or school district issue that a member of the public feels may be of interest to the residents of the school district.

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The Board does not endorse public comments nor will the Board be held liable for comments made by members of the public. Any individuals who may be the subject of public comments, including district employees, shall retain all rights against defamation and slander according to the laws of New Jersey.

XV. RECESS BREAK

1. Motion to move the Board of Education to recess for 10 minutes.

Motion to Approve: _____ Second: _____

Time: _____ Voice Count: _____

2. Motion to reconvene the Board of Education, by Resolution.

Motion to Approve: _____ Second: _____

Time: _____ Voice Count: _____

XVI. BOARD RETREAT

Agenda

Ammie Davis, Board President

XVII. ADJOURNMENT

1. The next meeting of the Board of Education is the Regular meeting scheduled for Wednesday, August 19, 2026 at 6:30 pm in the Audubon Junior-Senior High School Media Center.
2. Motion to adjourn meeting at approximately _____ pm.

Motion to Approve: _____ Second: _____

Roll Call

___ Ammie Davis

___ Stephen Wilson

___ Sara Kuhlen

___ Michelle Cannaday

___ Ian Reutlinger

___ Mark Gatti

___ Bill Wilson

___ Danielle DiFrancesco

___ Allison Cox

___ Andrea Robinson

The Audubon Board of Education reserves the right to add and/or delete motions or make changes to motions in this agenda up to the time of the meeting and during the actual meeting.