

WINSLOW TOWNSHIP BOARD OF EDUCATION
Regular Board of Education Meeting
Winslow Township Middle School
30 Coopers Folly Road
Atco, NJ 08004

Wednesday, July 9, 2014
6:00 p.m.

MINUTES

I. PUBLIC NOTICE of this meeting was given to all Board Members and Associates in a notice dated **01/23/2014** and **06/26/2014**. It was also advertised in the Courier Post, Philadelphia Inquirer and posted in all schools, the Administration Office, the Municipal Building, the Library, Bud Duble Center, Edgewood Acres, Elm Town and Winslow Township Post Offices.

II. MISSION STATEMENT

The *Mission* of the Winslow Township School District, a large diverse and growing community, is to educate all students to become independent, life-long learners, critical thinkers and caring and confident members of their community. The District, in partnership with the community, and in a climate of cooperation and mutual respect, will provide an academic environment which values excellence and diversity, encourages students to strive for personal excellence, and assists them in acquiring the knowledge, skills and attitudes necessary to contribute positively to a rapidly changing world.

III. ROLL CALL – In roll call the following Board members were noted present:

Present:	Larry Blake	Hassan Wilcox
	Ewuniki Brown	Julie A. Peterson, Vice President
	Lorraine Dredden	Cheryl Pitts, President left at 7:03 p.m.
	Gail P. Watkins	

Absent: Gulab Gidwani
Carlos Vascos

Also Present: H. Major Poteat, Ed.D., Superintendent
Tyra McCoy-Boyle, Business Admin./Board Secretary
Howard Long, Jr. Esq., Solicitor

IV. PLEDGE OF ALLEGIANCE

V. BOARD OF EDUCATION – TEAM CHARTER

Ms. Watkins -

1. **At all Times:** Maintain confidentiality; Follow the chain of command; Maintain an open-mind; Listen and speak with respect for others.

Ms. Dredden -

2. **Before a Meeting:** Be prepared for board meetings by reading packets prior to board meetings; Refuse to become involved (collectively, as individuals, or in our communities) in micro-management; Get the answers to questions and concerns prior to the board meeting.

Mr. Blake -

3. **During a Meeting:** Listen and speak with respect for others at all times; Vote with conviction; Align our actions as closely as possible to stated goals and objectives; Create an open, problem-solving management climate in which differences and problems are met head-on and clarified rather than swept under the rug or smoothed over; Promote mutual involvement and interdependency rather than selfish competition or subversive rivalry.

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Ms. Peterson

4. **After a Meeting:** Develop trust; Uphold all decisions made by the Board; Periodically follow-up on district, board and CSA goals; Understand and respect the separate roles and responsibilities of the board and the administration to confine activities within the boundaries of those roles.

If any board member feels that another board member has violated any provision of this agreement, that board member shall personally talk with the offending board member in an attempt to resolve the issue. If the attempt fails, the board member who feels that another board member has violated this agreement shall bring the matter to the attention of the entire board. Any grievances that arise should be dealt with at the earliest practical opportunity.

Mr. Wilcox -

VI. 2013-2014 DISTRICT GOALS

1. Continue to review and assess in a systematic manner, using data, the district curriculum and students' needs to raise student achievement.
2. Create a positive school environment/culture conducive to teaching and learning for all stakeholders.
3. Continue to expand communication to all stakeholders to increase the capacity for greater parent/caregiver and community support.

VII. AWARDS/PRESENTATIONS – None at this time.

VIII. CORRESPONDENCE – None at this time.

IX. MINUTES

A motion was made by Mr. Wilcox, seconded by Ms. Dredden to approve the Open/Closed Sessions of the following meeting:

Regular Meeting Wednesday, June 25, 2014 Open/Closed Sessions

<i>Roll Call:</i>			
Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Brown	Yes	Mr. Wilcox	Yes
Ms. Dredden	Yes	Ms. Peterson	Abstain
Mr. Gidwani	Absent	Ms. Pitts	Yes
Mr. Vascos	Absent		
Motion Carried			

X. BOARD COMMITTEE REPORTS

Operations – No report.

Education – No report.

Township Liaison – No report.

Policy – No report.

Marketing – No report.

Economic Development – No report.

XI. PUBLIC COMMENTS (Time Limited)

A motion was made by Ms. Watkins, seconded by Ms. Peterson to open the meeting for Public Comments at 6:10 p.m.

The Winslow Township Board of Education highly values the input of citizens in making important decisions that affect the children of our community. We also believe in the rights of citizens to observe Board Meetings. To ensure that all of our citizens have the opportunity to attend School Board Meetings and offer comment, and to ensure that the Board can conduct the important business of the District, we ask that speakers follow the guidelines for making public comments.

Notation of Public Comments on Agenda Items – The Board President or Board Secretary will recognize those individuals in the audience who wish to make comment.

Please respect the following procedures:

1. All members of the public attending School Board Meetings must treat each other and the Board with respect.
2. State your full name and address.
3. Please limit your comments to five minutes.
4. Submit your questions to the Board of Education with your name, address and telephone number where you can be contacted. Your questions will be answered within a reasonable time.
5. Individuals offering citizen comment are not permitted to make personal attacks on any District employee, Board Member, other testifier or member of the public.

Voice Vote: -All in favor

No Comments

XII. ADJOURNMENT OF PUBLIC COMMENTS

A motion was made by Ms. Peterson, seconded by Ms. Brown to close the meeting for Public Comments at 6:10 p.m.

Voice Vote: All in favor

XIII. SUPERINTENDENT'S REPORT

A motion was made by Ms. Peterson, seconded by Ms. Watkins to approve A. & B. as recommended by the Superintendent.

A. THE SUPERINTENDENT RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:

- | | |
|--------------------------------------------------------------|--------------------|
| 1. <u>First Reading of Board Policies & Regulations</u> | None at this time. |
| 2. <u>Second Reading of Board Policies & Regulations</u> | None at this time. |

3. Security/Fire Drill Report

Approve the Security/Fire Drill Report, for the month of June 2014, as listed below:

<i>School</i>	<i>Date</i>	<i>Elapsed Time</i>	<i>Type of Drill</i>	<i>A.M./P.M.</i>
School #1	6/16/14	2 min. 50 sec.	Fire	9:40 AM
	6/17/14	6 min. 15 sec.	Bldg. lockdown	10:24 AM
School #2	6/16/14	10 min. 20 sec.	Off-site evacuation	2:15 PM
	6/4/14	3 min. 4 sec.	Fire	10:05 AM
School #3	6/19/14	2 min. 30 sec.	Non fire evacuation	1:30 PM
School #4	6/18/14	3 min. 12 sec.	Lockdown	9:18 AM
	6/13/14	3 min. 59 sec.	Fire	11:23 AM
School #5	6/9/14	1 min. 20 sec.	Fire	12:50 PM
	6/16/14	8 min.	Non-Fire Drill	9:13 AM
School #6	6/9/14	10 min	Non fire evacuation	2:48 PM
	6/10/14	2 min. 58 sec.	Fire	1:45 PM
Winslow Twp. M.S.	6/12/14	8 min.	Shelter in Place	10:15 AM
	6/16/14	2 min.	Fire	1:45 PM
Winslow Twp. H.S.	6/12/14	6 min.	Fire	7:31 AM

4. Field Trips **None at this time.**
5. Professional Development/Workshops & Conferences **Exhibit XIII A: 5**
 Approve Professional Development opportunities as presented in the attached exhibit.
6. Tuition Students (2014-2015) **Exhibit XIII A: 6**
 Approve the placement of Tuition Students as listed in the attached exhibit.
7. Terminate Out-of-District Placements **Exhibit XIII A: 7**
 Approve to Terminate Out-of-District Placements as listed in the attached exhibit.
8. Homeless Student(s) **None at this time.**
9. Summer Opening of School Preparation
 Approve Ms. Phyllis Fitzpatrick (Reading Specialist at School No. 1) to work five (5) days in the summer, at her per diem rate of \$326.80, to perform tasks related to the preparation for the opening of school and other tasks that directly support the instructional program.

10. School No. 3 Use of Facilities (2014-2015) – The Perfecting Church

Approve the Use of Facilities request from The Perfecting Church to use the School No. 3 parking lot on the first Saturday of each month, beginning August 2014, for their Hope Mobile Food Pantry from 7:00 a.m. to 11:00 a.m. during the 2014-2015 school year.

11. School No. 4 – Reading Specialist Summer Hours

Approve Ms. Cindy Edgerly (Reading Specialist) to work hours over the summer, per the WTEA contract, to analyze student data for class rosters, prepare reading programs for the upcoming school year and to plan PD as a result of data analysis.

12. School No. 4 – Family Fun Day

Approve School No. 4 to host their annual Family Picnic on a TBD Saturday in September. The event will include family activities sponsored by the Home and School Association including a DJ, spirit wear sales, and Alex Lemonade Stand.

13. WTHS – Program of Studies Booklet

Approve the following statement to be placed in the 2014-2015 High School Program of Studies Booklet:

- o A final WGPA calculation will be done at the end of the 3rd marking period to establish class ranking for graduating seniors.

B. Principal's Updates

1. Harassment, Intimidation & Bullying Monthly Report

Exhibit XIII B: 1

Roll Call:

Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Brown	Yes	Mr. Wilcox	Yes
Ms. Dredde	Yes	Ms. Peterson	Yes
Mr. Gidwani	Absent	Ms. Pitts	Yes
Mr. Vascos	Absent		

Motion Carried

XIV. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

A motion was made by Ms. Dredden, seconded by Ms. Peterson to approve A. & B. as recommended by the Business Administrator/Board Secretary.

A. **REPORTS** None at this time.

B. **THE BUSINESS ADMINISTRATOR/BOARD SECRETARY RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:**

1. Line Item Transfers None at this time.
2. Board Secretary's Report None at this time.
3. Reconciliation Report None at this time.
4. Board Secretary's Certification None at this time.
5. Boards' Certification None at this time.
6. Bill List Exhibit XIV B: 6
 - a. Approve the Vendor Bill List in the amount of \$805,747.34 as per the attached exhibit.
 - b. Ratify the Manual Bill List in the amount of \$14,696.69 as per the attached exhibit.
7. Payroll

Approve Payroll, for the month of June 2014, as listed below:

o June 15, 2014	\$2,260,230.02
o June 19, 2014	\$1,952,038.01
o June 30, 2014	\$ 471,969.81

8. Ratify the Purchase – MRESC Cooperative

Ratify the purchase of library furniture in the amount of \$32,041.78 for the Middle School from Tanner North Jersey through the MRESC School & Office Furniture Cooperative Bid # 12/13-44. (charged to 2013-2014 school year)

Items to be charged to 11-190-100-610

and further acknowledge the following statement :

I certify that there are sufficient funds available to purchase the items awarded in this award.

Tyra McCoy-Boyle

9. Follett Library On-Line Software Renewal
 Approve Follett Destiny Library On-Line Software renewal for 2014-2015 for all schools in the amount of \$8,000.00.

10. New Jersey School Boards Association
 Approve the membership for Winslow Township Board of Education in the New Jersey School Boards Association from July 1, 2014 – June 30, 2015 in the amount of \$25,329.57. (No increase)

11. Computer Solutions, Inc. (CSI)
 Approve to renew the contract with Computer Solutions, Inc. (CSI) budget/personnel/payroll software support for 2014-2015 in the amount of \$13,665.12.

12. NJ Schools Insurance Group (NJSIG) 2014 Safety Grant Program Award
 Accept the New Jersey Schools Insurance Group (NJSIG) 2014 Safety Grant in the amount of \$43,938.00.

13. Creative Achievement Academy, LLC
 Approve that the Private School, Creative Achievement Academy, LLC (CAA) is not required to charge District students for any “paid or reduced meals” furnished directly or indirectly by CAA to them. Effective from July 1, 2014 through June 30, 2015.

14. Disposal of School Property, Textbooks and Library Books **Exhibit XIV B: 14**
 Approve the Disposal of School Property/Library books per the attached exhibit.

Location	Department	Description
School No. 1	Library	Overhead projects, TV/VCR Combo Set, VCR Player – obsolete, broken
	Library	History/Geography books – outdated materials
School No. 3	Library	AV equipment – outdated/broken
School No. 5	Library	Outdated or damaged library books
Middle School	Math	Outdated Math books
	Music	Outdated Music books
	Social Studies	Outdated Social Study books
	ELA	Outdated Encyclopedias
	Classroom	Broken bookshelf

15. Dual Usage/Facility 2014-2015

Approve the Dual Usage/Facility Use of rooms for 2014-2015:

School	Room #	Usage
School No. 2	Room 18	Occupational/Physical Therapy
School No. 3	Room 10	Occupational/Physical Therapy
School No. 3	Room 32	Speech/Gifted and Talented
School No. 3	Room 33	Occupational/Physical Therapy
School No. 4	Library	Reading Coach/Gifted and Talented

16. Bid for 2014 Interior/Exterior Painting Program

a. Approve the record of bids for 2014 Interior/Exterior Painting Program as follows:

Name of Vendor	School 1	School 2	School 3	School 4	High School	Administration Building
Dowco Painting	\$76,560	\$73,590	\$2,225	\$78,320	\$303,650	\$46,350
Hispanic Ventures, Inc.	\$26,993	\$26,993	\$2,150	\$29,702	No Bid	\$64,500
ProSpec Painting	\$52,876	\$52,876	No Charge	\$53,725	\$231,392	\$49,750

b. Approve the award of 2014 Interior/Exterior Painting Program as follows:

Name of Vendor	School 1	School 2	School 3	School 4	High School	Administration Building
Hispanic Ventures, Inc.	\$26,993	\$26,993		\$29,702		
ProSpec Painting			No Charge		\$231,392	
Dowco Painting						\$46,350

To be charged to 11-000-261-420

and further acknowledge the following statement :

I certify that there are sufficient funds available to purchase the items awarded in this bid.

 Tyra McCoy-Boyle

17. Meal Prices 2014/2015 School Year

Approve the meal prices for the 2014/2015 school year as follows:

Elementary Schools #1 through #6

Meal Type	Full Price	Reduced Price
National School Lunch	\$2.60	\$.40
School Breakfast	\$1.30	\$.30

Middle School

Meal Type	Full Price	Reduced Price
National School Lunch	\$2.65	\$.40
School Breakfast	\$1.30	\$.30

High School

Meal Type	Full Price	Reduced Price
National School Lunch	\$2.65	\$.40
School Breakfast	\$1.30	\$.30

Increase of \$0.05 for lunches.

18. New Jersey School Boards Association – Professional Development
Professional Development/Board Members

WHEREAS, The Winslow Township Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

WHEREAS, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of board members' duties; and,

WHEREAS, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of the listed job title's current responsibilities and the board's professional development plan; and,

WHEREAS, The Board of Education has determined that participation in the NJSBA training and informational programs requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and,

WHEREAS, The Board of Education has determined that the school district travel expenditures to NJSBA programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes; and,

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WHEREAS, The Board of Education finds that a mileage reimbursement rate equal to that of the federal Internal Revenue Service mileage reimbursement rate of \$.31 per mile is a reasonable rate; and,

WHEREAS, The Board of Education has determined that participation in the NJSBA training and informational programs are in compliance with the district policy on travel; therefore be it

RESOLVED, That the Board of Education hereby approves the attendance of the listed number of school board members and district employees at the listed NJSBA training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further

RESOLVED, That the Winslow Township Board of Education authorizes in advance, as required by statute, attendance at *the following NJSBA training program and informational event:*

<u>Board Member Name</u>	<u>Program Name</u>	<u>Date</u>	<u>Event Cost</u>
Ewuniki Brown Larry Blake Lorraine Dredden Gulab Gidwani Carlos Vascos Julie A. Peterson Cheryl Pitts Hassan Wilcox Gail P. Watkins Dr. H. Poteat Dr. D. Carcamo Tyra McCoy-Boyle Dion Davis Joanne Augustine	NJ School Boards Association Workshop 2014 in Atlantic City	October 28-30, 2014	\$1,200 for up to 14 members to attend

19. 2013-2014 Joint Transportation Agreement – Neptune Township School District

Approve the 2013-2014 Joint Transportation Agreement between the Winslow Township Board of Education and Neptune Township School District to transport one student to Woodcliff Academy on Route EWA63 at a cost of \$86/day from April 21, 2014 to June 30, 2014.

Roll Call:

Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Brown	Yes	Mr. Wilcox	Yes Recuse – Item 5301
Ms. Dredden	Yes	Ms. Peterson	Yes on the bill list.
Mr. Gidwani	Absent	Ms. Pitts	Yes
Mr. Vascos	Absent		

Motion Carried

A motion was made by Ms. Dredden, seconded by Mr. Blake to approve Items 1 – 6 with regard to Personnel.

1. Resignation

Approve the following Resignation for the 2013/2014 school year:

	Name	Position	Location	Effective
A	Tilghman, Erin	Preschool Disabled Teacher	School No. 1	6/30/2014

2. New Hires

a. Approve the Rescission of the following New Hire Appointment for the 2014/2015 school year:

	Name	Position	Location	Salary	Effective
A	Preim, Adam	English Teacher	Middle School	\$48,361.00	6/30/2014

b. Approve the following New Hire Appointments for the 2014/2015 school year:

	Name	Position	Location	Salary	Effective
A	Morrone, Danielle	4 th Grade Teacher	School No. 6	\$50,761.00 MA – Step 1	9/1/2014
B	Mwape, James	Chemistry Teacher (Leave of Absence)	High School	\$53,861.00 MA+30 – Step 6	9/1/2014 – 6/30/2015
C	Toton, Melissa	1 st Grade Teacher (Leave of Absence)	School No. 3	\$48,361.00 (prorated) BA – Step 1	9/1/2014 – 12/31/2014

NOTE: Salary may be amended pending WTEA Negotiated Agreement

3. 2014/2015 Staff Transfers

Approve the following 2014/2015 Staff Transfers, effective September 1, 2014:

	Name	FROM Position	Location	TO Position	Location
A	Adolf, Camille	2 nd Grade Teacher	School No. 4	Kindergarten Teacher	School No. 4
B	Badillo, Amanda	English Language Arts Teacher – 8 th Grade	Middle School	English Language Arts Teacher – 7 th Grade	Middle School
C	Kownacki, Jennifer	English Language Arts Teacher – 7 th Grade	Middle School	English Language Arts Teacher – 8 th Grade	Middle School
D	Maddred, Scoey	3 rd Grade Teacher	School No. 4	2 nd Grade Teacher	School No. 4
E	Nardo, Kari	Kindergarten Teacher	School No. 4	3 rd Grade Teacher	School No. 4

4. Middle School Sixth Period Assignments

Approve the following Middle School Sixth Period Assignments for the 2014/2015 school year, effective September 1, 2014:

	Name	Subject	Stipend
A	Dempkowski, Elena	English Language Arts	\$7,320
B	Laroche, Ginger	French	\$7,320
C	Parzanese, Maria	English Language Arts	\$7,320

NOTE: Stipend adjustment pending ratification of WTEA contract

5. 2014 Summer Bus Drivers for the Extended School Year Programs

Ratify to approve the following 2014 Summer Bus Drivers for the Extended School Year Programs, on an as needed basis pending student enrollment. The Bus Drivers will be needed from June 23, 2014 – September 3, 2014 at \$22.00 per hour: (11-000-270-160-000-60)

	Name	Position
A	Almeyda, Elizabeth	Substitute Bus Driver
B	Johnson, Karen	Substitute Bus Driver
C	Johnson, Marcia	Substitute Bus Driver
D	Stigliano, Mary	Bus Driver

NOTE: Hourly rate may be amended pending WTEA Negotiated Agreement

6. 2014/2015 Rescission of Appointments

- a. Approve the Rescission of Appointment for the following 2014/2015 Middle School Fall Coach: (11-402-100-100-402-07)

	Fall Coach	Fall Coach Position	Stipend	Step
A	Preim, Adam	Assistant Boys' Soccer Coach	\$1,517	1

- b. Approve the Rescission of Appointment for the following 2014/2015 Middle School Co-Curricular Club/Activity Advisor:
 (11-401-100-600-401-07)

	Name	Co-Curricular Club/Activity Advisor	Stipend	Step
A	Preim, Adam	Newspaper Club Co-Advisor	\$870.00 (a split)	1

Roll Call:

Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Brown	Yes	Mr. Wilcox	Yes
Ms. Dredden	Yes	Ms. Peterson	Yes
Mr. Gidwani	Absent	Ms. Pitts	Yes
Mr. Vascos	Absent		

Motion Carried

XVI. ADDENDUM

I. SUPERINTENDENT'S REPORT

A motion was made by Ms. Peterson, seconded by Ms. Dredden to approve Items 1 – 2 as recommended by the Superintendent.

1. Field Trips

Exhibit I: 1

Approve the following Field Trips for the 2014-2015 school year as listed in the attached exhibit.

2. Professional Development – STEM Curricula

Approve Karen Loney and Portia Kiett to attend the Exploration of Various Integrative STEM Curricula and Co-Curricula Platforms at The College of New Jersey in August 2014 (Date TBD) at a cost not to exceed \$3,000 funded through Title II and district funds.

Roll Call:

Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Brown	Yes	Mr. Wilcox	Yes
Ms. Dredden	Yes	Ms. Peterson	Yes
Mr. Gidwani	Absent	Ms. Pitts	Yes
Mr. Vascos	Absent		

Motion Carried

AWARDS/PRESENTATION

Electronic Violence & Vandalism Report (2013-2014 School Year) - Mr. Dion Davis

A motion was made by Ms. Peterson, seconded by Ms. Watkins to approve the revised Harassment, Intimidation and Bullying Incidents Report for the period covering September 1, 2013 – December 31, 2013.

Roll Call:

Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Brown	Yes	Mr. Wilcox	Yes
Ms. Dredden	Yes	Ms. Peterson	Yes
Mr. Gidwani	Absent	Ms. Pitts	Yes
Mr. Vascos	Absent		

Motion Carried

A motion was made by Ms. Dredden, seconded by Ms. Peterson to approve the revised Violence, Vandalism and Substance Abuse Incidents Report for the period September 1, 2013 – December 31, 2013.

Roll Call:

Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Brown	Yes	Mr. Wilcox	Yes
Ms. Dredden	Yes	Ms. Peterson	Yes
Mr. Gidwani	Absent	Ms. Pitts	Yes
Mr. Vascos	Absent		

Motion Carried

A motion was made by Ms. Peterson, seconded by Ms. Dredden to approve the Harassment, Intimidation and Bullying Incidents Report for the period January 1, 2014 – June 30, 2014.

Roll Call:

Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Brown	Yes	Mr. Wilcox	Yes
Ms. Dredden	Yes	Ms. Peterson	Yes
Mr. Gidwani	Absent	Ms. Pitts	Yes
Mr. Vascos	Absent		

Motion Carried

A motion was made by Ms. Dredden, seconded by Mr. Blake to approve the Violence, Vandalism and Substance Abuse Incidents Report for the period January 1, 2014 – June 30, 2014.

<i>Roll Call:</i>			
Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Brown	Yes	Mr. Wilcox	Yes
Ms. Dredden	Yes	Ms. Peterson	Yes
Mr. Gidwani	Absent	Ms. Pitts	Yes
Mr. Vascos	Absent		
Motion Carried			

II. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

A motion was made by Ms. Peterson, seconded by Ms. Dredden to approve Items 1 – 13 as recommended by the Business Administrator/Board Secretary

1. Bill List

Exhibit II: 1

Approve the Vendor Bill List in the amount of \$99,567.10 as per the attached exhibit.

2. Use of Facilities

Approve the following Use of Facilities:

School	Organization	Dates	Day/Time	Room	Fee
High School	Ka'li'ial Glaud Football Camp	July 12, 2014	Saturday 7:00 a.m. – 1:00 p.m.	Football/soccer fields	Waived

3. RFP Award – Food Service Management Company

Approve a one-year service contract beginning on July 1, 2014 and ending on June 30, 2015, between the Winslow Township School District and Sodexo Management, Inc. (FSMC)

The FSMC shall be entitled to the following fees:

- **Management Fee.** District shall pay Sodexo a Management Fee in an amount equal to Seventeen and 25/100 Cents (\$0.1725) per Pattern Meal and Meal Equivalent for the 2014-2015 contract year.
- **Meal Equivalents.** The result of dividing the total of Gross Sales exclusive of Pattern Meal sales, and reimbursements for breakfast, lunch, after-school snack and milk program (but inclusive of cash for adult meals, a la carte food and beverages (including milk), snack bar, catering, vending, conferences, Food Service In-Kind meals, or any other functions) by Two Dollars (\$2.00).

Sodexo guarantees that District shall receive a surplus of Two Hundred Twenty Thousand Dollars (\$220,000) for the 2014-2015 school year. If the actual Surplus for the Food Service program falls short of the aforementioned amount, Sodexo shall pay the difference to District. Sodexo reserves the right to recover any such reimbursement made during the current contract year from that year's Surplus on a monthly basis.

Expenditures are to be charged to Fund 60, Food Service Fund, Account # 60-910-310-500

and further acknowledge the following statement :

I certify that there are sufficient funds available to purchase the items awarded in this contract.

 Tyra McCoy-Boyle

4. Disposal of School Property

Approve the following Disposal of School Property:

Location	Description
District Administration Building	Playground Equipment – hazardous

5. School Based Youth Program

Accept additional funding in the amount of \$5,500 from the New Jersey Department of Children and Families to the School Based Youth Program for 2014-2015.

Original Budget	\$270,078
Additional funding	<u>\$5,500</u>
Total	\$275,578

6. 2013-2014 Joint Transportation Agreement – Board of Vocational Education

Approve the 2013-2014 Joint Transportation Agreement between the Winslow Township Board of Education (joiner district) and Board of Vocational Education, Cumberland County (host district), to transport one student to Pineland on Route 14-151 at a cost of \$44.16/day from June 6, 2014 to June 30, 2014.

7. Withdrawal from Capital Reserve

Approve the withdrawal of \$43,491.00 from Capital Reserve to fund the additional local share of DOE project # 5820-040-14-1002, the rehabilitation of courtyard drainage at School #2.

8. Bid for Courtyard Drainage Project at Winslow Township Elementary School # 2

- a. Approve the record of bids for Courtyard Drainage Project at Winslow Township Elementary School # 2 as follows:

Name of Vendor	Bid
Clyde Latimer & Son Construction	\$84,400.00
Roger W. Wuestfeld	\$126,000.00
Fred M. Schiavone Construction	\$160,000.00
Neri Construction	\$237,399.00

- b. Approve the award of the Courtyard Drainage Project at Winslow Township Elementary School # 2 to Clyde Latimer & Son Construction at a cost of \$84,400.00. To be charged to 30-000-400-450 – DOE project # 5820-040-14-1002

and further acknowledge the following statement :

I certify that there are sufficient funds available to purchase the items awarded in this bid.

Tyra McCoy-Boyle

9. Retail Fuel Provider

Approve Premdharam Corporation, Inc. to continue to provide retail fuel to the Winslow Township Board of Education in accordance with the terms and conditions of their agreement until Bid # 2014-06 is awarded.

10. Maintenance Bus Repair

Approve Mike's Truck Center to continue to perform repairs and maintenance to the Winslow Township Board of Education's buses and vehicles in accordance with the terms and conditions of their agreement until Bid # 2014-07 is awarded.

11. Ratify Purchase – Shared Service Vendor

Ratify the purchase of Winslow Township Middle School IT Closet Climate Controls – Install Ductless Cooling Units by an increase of \$6,990.00. The purchase was originally approved for \$81,206 on June 11, 2014. The revised amount, \$88,196 is due to ground mount installation.
Items to be charged to 12-000-252-730

and further acknowledge the following statement :

I certify that there are sufficient funds available to purchase the items awarded in this award.

Tyra McCoy-Boyle

12. Ratify Purchase – State Contract Vendor

Ratify the purchase of 3 mounts and 12 portable Defibrillators from Lifesavers, Inc., an approved State Contract Vendor in the amount of \$11,814.00.

To be charged to 11-402-100-600

and further acknowledge the following statement :

I certify that there are sufficient funds available to purchase the items awarded in this award.

Tyra McCoy-Boyle

13. Service Provider of District Website Host/Maintenance – Sharp School

Approve the Agreement with Sharp School to create, maintain and host the District Website, for the 2014-2015 school year, at a rate not to exceed \$7,000.

To be charged to 11-000-252-340

and further acknowledge the following statement:

I certify that there are sufficient funds available to purchase the items awarded in this award.

Tyra McCoy-Boyle

Roll Call:

Mr. Blake	Yes	Ms. Watkins	Abstain
Ms. Brown	Yes	Mr. Wilcox	Yes
Ms. Dredden	Yes	Ms. Peterson	Yes
Mr. Gidwani	Absent	Ms. Pitts	Yes
Mr. Vascos	Absent		

Motion Carried

III. PERSONNEL REPORT

A motion was made by Ms. Watkins, seconded by Mr. Wilcox to approve Items 1 – 6 with regard to Personnel.

1. Leave of Absence

Approve the following Leave of Absence pursuant to documents filed in Office of Human Resources:

	Name	Type of Leave	From	To	Paid/Unpaid
A	J. G.	Medical (extended)	7/12/2014	8/1/2014	Paid

2. Resignation

Approve the following Resignation for the 2014/2015 school year:

	Name	Position	Location	Effective
A	Coligan, Darcy	Art Teacher	School No. 2	7/8/2014

3. New Hires

Approve the following New Hire Appointments for the 2014/2015 school year:

	Name	Position	Location	Salary	Effective
A	Christensen, Dana	Biology Teacher	High School	\$51,061 MA – Step 2	9/1/2014
B	Jones, Ana	ESL Teacher	School No. 2	\$55,361 MA+15 – Step 8	9/1/2014

NOTE: Salary may be amended pending WTEA Negotiated Agreement

4. 2014/2015 Fall Coach

Approve the following High School Fall Coach for the 2014/2015 school year:
 (11-402-100-100-402-08)

	Fall Coach	Fall Coach Position	Stipend	Step
A	Baals, Courtney	Head Girls' Volleyball Coach	\$4,551.00	1

NOTE: Stipend may be amended pending WTEA Negotiated Agreement

5. 2014/2015 Club/Activity Advisor Transfer

Approve the following 2014/2015 Middle School Co-Curricular Club/Activity Advisor Transfer: (11-401-100-600-401-07)

	FROM				TO		
	Advisor	Club/Activity	School	Stipend	Position	School	Stipend
A	Huntoon, Tracy	Co-Advisor Newspaper	MS	\$870.00 (a split)	Advisor Newspaper	MS	\$1,740.00

NOTE: Stipend may be amended pending WTEA Negotiated Agreement

6. College Placements

a. Approve the Rescission of the following College Placement for the 2014/2015 school year:

	College/ University	Student	Experience	Cooperating Teachers	School	Dates	Subject
A	Rowan University	Kennon, Alescia	Field Experience	Rynex, D.	HS	9/2/14-5/4/15	Counselor

b. Approve the following College Placement for the 2014/2015 school year:

	College/ University	Student	Experience	Cooperating Teachers	School	Dates	Subject
A	Rowan University	Kaneff, Hillary	Field Experience	Rynex, D.	HS	9/2/14-12/17/14	Counselor

<i>Roll Call:</i>			
Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Brown	Yes	Mr. Wilcox	Yes
Ms. Dredden	Yes	Ms. Peterson	Yes
Mr. Gidwani	Absent	Ms. Pitts	Yes
Mr. Vascos	Absent		
Motion Carried			

XVII. OPEN PUBLIC RECORDS ACT (OPRA) REQUESTS

1. The Winslow Board of Education responded to the following OPRA Request(s) between June 20, 2014 and July 2, 2014:

Number of Requests Received	Document Requested	Approved	Denied
0	N/A	0	0

XVIII. OLD BUSINESS

Ms. Pitts – Asked for a date and time to hold the Goal Setting/Retreat. The dates available are August 16, 23 or July 15, 22, or 25, 26.

Ms. Peterson – August 16 she is not available because she is attending a conference.

August 16, 2014 from 9:00 a.m. – 2:00 p. m. was decided for the Board Goal Setting/Retreat.

XIX. NEW BUSINESS

Ms. Pitts – This is the eleventh year that the Township has held Family Day. It will take place this year on Saturday, July 26 from 2:00 – 8:00 p.m. at the New Brooklyn Park. It has been past practice that our Board also has a table there. In addition, Board members cover the table.

Mr. Long – I had received a letter from an attorney on behalf of an individual who was listed for non-renewal and in recommendation of staff not renewed for this particular individual. I have had some correspondence back and forth with counsel. Following the notice of non-renewal the teaching staff member requested, in writing, statements for reasons why they were not renewed. That was provided and subsequently requested an informal appearance before the Board, under the Donaldson decision, Donaldson vs. the Wildwood Board of Education in 1974 Supreme Court case. I think this would be an appropriate time to move upon that and I will give a little further information with your permission Madam President. Traditionally these matters can take place, and typically do, in Executive Session, but that is not always the case. They shall take place in Executive Session unless the non-tenured teaching staff member requests in writing that the matter be discussed at a public portion of a regular meeting. I did receive indication tonight from a solicitor from the NJEA representative that they request it be held in Open Session, so here we are. For a little bit of clarification for the Board. A non-tenured teacher/staff member who appears before the Board is not considered to be an adversarial proceeding. The purpose is to permit the Board member to convince the Chief Executive Officer, in this case Dr. Poteat, to offer reemployment and for the Board to hear that. The Board in its discretion, and I shall undertake this role, to determine who is going to make the timing of the proceedings depending upon the specific circumstances that are involved. We have provided adequate notice of the informal appearance which is scheduled tonight. The non-tenured teacher/staff member is entitled to present witnesses but they do not need to present testimony as under oath and they shall not be cross examined by the Board of Education. Witnesses can be called to address the Board and the Superintendent one at a time. When we are concluded the Board, as always, has the right to deliberate and question the Superintendent and interact with him in Executive Session. For the record, the attorney is not appearing.

Kathy Griffo

Good Evening. My name is Kathy Griffo and I would like to thank you for your time tonight. I am here because I have received a notice of non-renewal based on alleged reasons that are unsupported by the record. Instead the true reason for my non-renewal is because of an action held against me and has nothing to do with my performance as a teacher or my attitude towards this District. At first I was provided only one reason for my non-renewal which was inconsistent teaching practices. Five days later, I received a supplemental letter to my initial statement of reasons citing four additional reasons for my non-renewal, which included difficulty communicating with students, poor teacher/student interaction, failure to follow administrator directions and negative attitude towards the school and District. I have marked these documents as Exhibit A in your book for your reference and review. Every story has a beginning, middle and an end. With these reasons in mind, I would like to share my story with you. The beginning; I started at School No. 3 in 2011. Before the year ended I was rified but was reinstated and subsequently placed at School No. 5 beginning the following school year where I successfully completed two years as a fourth grade teacher. During my time within the Winslow Township School District I have been observed a total of nine times. All observations were conducted by school administration and all nine exceed the performance requirements. Moreover, nowhere in these observations are any references made to reasons cited now for my non-renewal. I would like to

call your attention to my observation marked as Exhibit B. I have highlighted, for your benefit and review, my targeted performance scores and comments.

I received verbal notice of non-renewal on April 24. On April 28 I received a written notice of non-renewal in the mail. On June 4 I received a Statement of Reason and changing, again, only one reason for the non-renewal. On June 9 I received a second supplemental letter containing four additional reasons for my non-renewal. I have marked these documents as Exhibit F for your reference and review. In addition, to the performance evaluation presented as Exhibit B I have never been counseled or disciplined during my three years as a teacher at Winslow Township for any of the alleged reasons cited in the Statement of Reason, or other reasons for that matter. I would also like to take this opportunity to ask you to review additional performance records and references provided by administration, faculty, staff, parents and students. I have compiled approximately 60 supporting letters all of which do not support the alleged reasons cited for my non-renewal. They are marked Exhibit C. Please note that the first letter is from vice-principle Mr. Chambers who has had a supervisory role over me and conducted some of my observations. I have taken the liberty to highlight comments made throughout these letters that dispute the Statement of Reason given for my non-renewal. As you review these documents you will notice that statements made throughout these letters were made by Winslow Township school administrators. I am not here tonight to take down the house. I would simply like for you to review the documents provided and, in your judgment, determine if this is fair. If I had a negative attitude towards Winslow School District I would not be here tonight fighting for my job. I am passionate about my career as a teacher in making a difference in each and every child's life. The support letters that I have presented to you clearly represent my caring, nurturing and welcoming classroom environment that I create on a daily basis, as well as my performance, communication and positive student interaction. As a result, 95% of my student's exceeded their student growth objectives that were established at the beginning of the school year. Please see Exhibit D for your review. My classroom received Class of the Month recognition for computers and library specials. They were also recognized and rewarded as Class of the Year for computers. I am taken aback by the inconsistencies between the alleged reasons for my non-renewal and the positive results of my students which I have presented to you this evening. My goal as an educator is to provide the best instruction for my students to achieve, and I know that I met that mark. My students did make commendable gains this year. I want you to know that I am an entirely motivated, positive and professional educator. In addition, according to the Achieve New Jersey Standards set by the Department of Education I am rated as an effective teacher. This non-renewal has nothing to do with Kathy Griffo as a poor teacher. Rather this non-renewal is a pretext for a ? held against me by the principal. My credentials and performance grade and my student's growth speak for themselves and have been fully supported by the records presented tonight.

I am here tonight because I have received a notice of non-renewal and this non-renewal is for reasons that are not supported by any document, observation, test scores, parental complaints or colleague statement. This non-renewal has nothing to do with my performance as a teacher. I ask the Board to reconsider the decision of non-renewal and allow me to continue to serve the District and its students in the positive manner that I have met. Thank you very much for your time and attention. I would also like to thank the people present here tonight to support me.

Mrs. Anderson – 4th Grade Parent – Spoke to the Board in support of Mrs. Griffo as an excellent teacher to her daughter.

Angel McDermitt – Consultant New Jersey Educational Association here on behalf of Mrs. Griffo.

As Mr. Long will advise you, the law is on your side. However, it is illogical that you would dismiss a teacher who achieved a rating, according to the Achieve NJ Regulations, of effective. This is what Board of Educations throughout the State of New Jersey are striving towards. To have their teacher's meet that standard. Mrs. Griffo has done that in her years at Winslow and has proven herself to be a

solid, consistent teacher. For whatever reasons, only known to Mr. Marella, he has recommended that Mrs. Griffo not be granted a contract for the 2014-2015 school year. The documentation that Mrs. Griffo has provided underscores the lack of evidence to support the reasons that were stated for the non-renewal and shows what a good educator she is. On her behalf, as well as that of the students who would be fortunate enough to have this effective teacher, I ask that you grant Mrs. Griffo a contract for the 2014-2015 school year. You will not be disappointed.

Ms. Pitts – I would like to say to Ms. Griffo that was an excellent presentation and certainly, as you know, I agree with you, every story does have a beginning, a middle and an end. But I would also contend that in the Donaldson Hearings, there are always two parts to every story. We as a Board have heard yours and there is another part that we will hear also. Again, it was very well presented.

XX. INFORMATIONAL ITEMS

Dr. Poteat – In your green folders there is a couple of information items for all Board members. The November elections, important dates for any candidates. We wanted to make sure you have that information available. Information on our Summer Camp is also in your folders under the direction of Mr. Jack Mills. If you haven't had an opportunity to visit our Summer Camp, I think that you would be pleased with the kinds of activities that go on at the camp.
Program of Studies:

You have already approved the Program of Studies booklet earlier in the year. We made a change in the high school program of studies book which I sent out to you in yellow. It references page 64. The reason we made that change, and the changes are in bold print, as you are well aware, at least on two occasions we have had some problems with the class ranking and ultimately the valedictorian, salutatorian of the graduating classes. According to our previous direction we had always waited until the middle of the fourth marking period. We have found that somewhat troublesome for us and how it has been done. At this point, if you would look at the yellow sheet in the bold, a graded weighted point average will be calculated for all students at the beginning of the sophomore year, junior year and senior year. The second paragraph the selection of the valedictorian, salutatorian will be made at the end of the third marking period based upon the weighted grade point average. There will not be a recalculation for missed work, makeup work, projects or test grades that were not included in the third marking period calculation for the weighted grade point average. As you know we have had changes being made days, weeks after we have made that designation and even up to the day of graduation. It is in the handbook, a letter will go out to the parents and the information will be discussed with the teachers at the high and middle school level. Everybody will know in September. We all start from the same point and we are all going to end at the same point. That information will be made available to the students over and over all year.

XXI. EXECUTIVE SESSION A motion was made by Ms. Watkins, seconded by Mr. Peterson to approve adoption of the Executive Resolution and adjournment of Executive Session at 7:02 p.m. for a period of thirty to forty five minutes. Action may be taken following Executive Session.

WHEREAS, the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Winslow Township Board of Education to be held in public, except as set forth in N.J.S.A. 10:4-12(b) which provides for nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend; and

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Regular Board of Education Meeting

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WHEREAS, the Winslow Township Board of Education has determined that certain issues set forth below are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on July 9, 2014, 2014 at 7:02 p.m.; and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and the items to be privately discussed that fall within such exceptions shall be identified and written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception as follows:

"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: _____ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

"(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body" The collective bargaining contract(s) discussed are between the public body and _____;

"(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

"(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are _____ and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is _____;

X

"(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." The employee(s) and/or title(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are: K. Griffo matter and another matter on our agenda involving increment withholding for a teacher T.P.

"(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

WHEREAS, the length of the Executive Session is estimated to be thirty to forty five minutes after which the public meeting shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Winslow Township Board of Education will go into Executive Session for only the above stated reasons.

BE IT FURTHER RESOLVED that the Board hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the need for confidentiality no longer exists, or the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

BE IT FURTHER RESOLVED that the Board Secretary/Board Solicitor, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

Voice Vote: All in favor

PRESIDENT

Business Administrator/Board Secretary

XXII. ADJOURNMENT OF EXECUTIVE SESSION

A motion was made by Mr. Wilcox, seconded by Ms. Brown to adjourn Executive Session at 8:42 p.m.

Voice Vote: All in favor

Mr. Long – Moving forward with the Personnel Items that were the subject matter of discussion in Executive Session. There was no formal action by the Board taken in Executive Session. With respect to the matter involving the non-renewal for Kathy Griffo I do want to indicate to the Union Rep that we will be returning to you this document because they have student scores of a sensitive nature. I can represent to you that they are all being returned to you except for two copies, one which I am retaining as the Board solicitor and one the Board Secretary is retaining for the purposes of the record. With that, we are returning the balance of them. I apologize for the time but the Board did need to take the time to go through the documentation that was provided by Ms. Griffo and we thank you for your detail.

At this point in time from a legal standpoint the Board has the discretion to override the Superintendent's decision but it may not do so in the manner of arbitrary capricious in the matter of NJSA 18A: 27-4.1B and also in accordance with Lenape Regional High School Board of Education v the Lenape District Support Staff Association in 2010. Further the Policy No. 3142 of the Winslow Township BOE entitled Non-Renewal of Non Tenured Teaching Staff Members provides that the Board may, with the majority vote of its full membership, in Public Session and without the recommendation of the Superintendent, offer the teaching staff member reemployment after the formal hearing. It also indicates NJAC 6A:32-4.6(i) that within three days following the informal hearing the Board shall notify the affected teacher/staff member final determination and they delegate that notification to the Chief School Administrator or Board Secretary.

With that I would indicate that in conversation with the Superintendent it is not his position to alter his original recommendation for non-renewal. So with that on the table the only appropriate action for the Board to consider at this point, given the Superintendent's continued position of non-renewal, for Ms. Griffo would be a motion and a second to override or overturn that recommendation without the Superintendent's recommendation. Is there a motion or a second on that? Hearing none, there has been no action to overturn the Superintendent's action and it shall stand as it relates to Ms. Griffo.

Mr. Long – The next item we have on our agenda coming out of Executive Session is an action to withhold an increment for T.P. who has been appropriately riced, I have spoken to counsel. Counsel has indicated he would like to have discussions in closed session, which we did. We asked if there was anyone here to represent T.P. or legal action. The Board shall within ten days of any formal action to withhold an increment give written notice to the affected employee of both the action and the reason(s) for which it was taken in accordance with Policy No. 3152 Withholding an Increment. Is there a motion to withhold the increment of T.P.

A motion was made by Mr. Wilcox, seconded by Ms. Watkins to withhold the increment of T. P.

<i>Roll Call:</i>			
Mr. Blake	Yes	Ms. Watkins	Yes
Ms. Brown	Yes	Mr. Wilcox	Yes
Ms. Dredden	Yes	Ms. Peterson	Yes
Mr. Gidwani	Absent	Ms. Pitts	Absent left at 7:03 p.m.
Mr. Vascos	Absent		
Motion Carried			

XXIII. ADJOURNMENT: A motion was made by Mr. Wilcox, seconded by Ms. Watkins to adjourn the meeting at 8:48 p.m. *All Ayes.*

Respectfully Submitted

Tyra McCoy-Boyle
Business Administrator/Board Secretary