

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING AGENDA
April 17, 2013

I. CALL TO ORDER

President Shotwell will call the meeting to order at 3:00 p.m. on Wednesday, April 17, 2013 at the Warren County Technical School, 1500 Route 57, Washington, NJ 07882.

A. Flag Salute –President Shotwell

B. Opening Statement –President Shotwell

Pursuant to the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6 et seq, the Board Secretary caused notice of this meeting to be given to the public and the press on April 11, 2013.

C. Roll Call – Board Secretary Zalewski

- ___ Ellen Johnson-Demeter
- ___ Rosalie Lamonte
- ___ Rob Roschewsk
- ___ Gus Rutledge
- ___ David J. Shotwell

D. Adopt the Meeting Agenda

Resolution 11249-13: Adopt the Meeting Agenda

On the motion of _____, seconded by _____, RESOLVED, that this Board adopts the Meeting Agenda for the April 17, 2013 meeting as published with any addenda.

VOICE VOTE: Yeas:___ Nays:___ Abstain:___ Absent:___

Motion Carried: Yes / No

Resolution E499-13: Personnel, Negotiations and Legal Matters

On the motion of _____, seconded by _____, the Board moved into executive session at _____ p.m. by adopting the following resolution:

BE IT RESOLVED, by the Board of Education of the Warren County Technical School as follows:

- A. That the public be excluded from the attendance at a portion of this meeting for the reason that the following subject matter be discussed
 - Staff Survey Results
- B. The Board may exclude the public from the meeting pursuant to N.J.S.A. 10:4-12, B3 & B8 of the Open Public Meetings Act.
- C. The matters discussed will be revealed to the public when the Board determines that such would not invade any right of privacy.
- D. Action may be taken.

VOICE VOTE: Yeas:___ Nays:___ Abstain:___ Absent:___

Motion Carried: Yes / No

Resolution E500-13: Resume Regular Session – not before 5:30pm

On the motion of _____, seconded by _____, the Board reconvened into regular session at _____ p.m.

VOICE VOTE: Yeas:___ Nays:___ Abstain:___ Absent:___

Motion Carried: Yes / No

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING AGENDA
April 17, 2013

E. Minutes – Regular Meeting Minutes

Resolution 11250-13: Approve Board Meeting Minutes as Listed Below

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the following resolutions as listed below:

Resolution 11251-13: Approve March 20, 2013 Regular Meeting Minutes

Resolution 11252-13: Approve March 20, 2013 Regular Meeting Executive Session Minutes

Resolution 11253-13: Approve April 3, 2013 Special Meeting Minutes

Resolution 11254-13: Approve April 3, 2013 Special Meeting Executive Session Minutes

VOICE VOTE: Yeas:___ Nays:___ Abstain:___ Absent:___

Motion Carried: Yes / No

Resolution 11251-13: Approve March 20, 2013 Regular Meeting Minutes

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Regular Meeting Minutes of March 20, 2013.

VOICE VOTE: Yeas:___ Nays:___ Abstain:___ Absent:___

Motion Carried: Yes / No

Resolution 11252-13: Approve March 20, 2013 Regular Meeting Executive Session Minutes

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of March 20, 2013.

VOICE VOTE: Yeas:___ Nays:___ Abstain:___ Absent:___

Motion Carried: Yes / No

Resolution 11253-13: Approve April 3, 2013 Special Meeting Minutes

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Special Meeting Minutes of April 3, 2013.

VOICE VOTE: Yeas:___ Nays:___ Abstain:___ Absent:___

Motion Carried: Yes / No

Resolution 11254-13: Approve April 3, 2013 Special Meeting Executive Session Minutes

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Special Meeting Executive Session Minutes of April 3, 2013.

VOICE VOTE: Yeas:___ Nays:___ Abstain:___ Absent:___

Motion Carried: Yes / No

1. COMMUNICATIONS

2. SUPERINTENDENT'S REPORT

- **Introduce the March Students of the Month:** Haile Murray – Grade 12 – Culinary Arts; Vanilla Santiago – Grade 12 – Business Management; Brigitte Erickson – Grade 10 – Biology; and Jonathan Eick – Grade 10 – School Service Award

3. HIB REPORT

- **Two (2) incidents were reported since the March Board Meeting.**

4. BOARD PRESIDENT'S REPORT

5. PUBLIC COMMENTS

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING AGENDA
April 17, 2013

6. DISCUSS EDUCATIONAL ISSUES

- WCCC Associates Degree program in Food and Beverage Management/Culinary.

7. TABLED OR POSTPONED MATTERS

8. NEW BUSINESS

FINANCE

Resolution 11255-13: Approve April 2013 Finance Resolutions as Listed Below

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the following finance resolutions as listed below:

<u>Resolution 11256-13:</u>	Receive, Accept, and Approve March 2013 Financial Reports
<u>Resolution 11257-13:</u>	Board of Education's Monthly Certification of Budgetary Major Account/Fund Status
<u>Resolution 11258-13:</u>	Approve Payment of Bills for April 2013
<u>Resolution 11259-13:</u>	Approve Transfers for March 2013

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: ***Motion Carried:*** Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 11256-13: Receive, Accept, and Approve March 2013 Financial Reports

On the motion of _____, seconded by _____, RESOLVED, that the March 2013 financial reports of the Secretary and Treasurer be received, accepted, and approved.

(Recommended by the Chief School Administrator)

Exhibit: Finance 1

ROLL CALL VOTE: ***Motion Carried:*** Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING AGENDA
April 17, 2013

Resolution 11257-13: **Board of Education's Monthly Certification of Budgetary Major Account/Fund Status**

On the motion of _____, seconded by _____, RESOLVED, that the following Board of Education's Monthly Certification of Budgetary Major Account/Fund Status be approved:

Board of Education's Monthly Certification
Budgetary Major Account/Fund Status

Pursuant to N.J.A.C. 6A:23-2.11, we certify that as March 31, 2013, after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials that to the best of our knowledge, no major account or fund has been over expended. The district board of education has implemented adequate controls to prevent the over-expenditure of any funds or yearly deficit in major accounts in accordance with N.J.A.C. 6A:23-2.11(a).

(Recommended by the Chief School Administrator)

Exhibit: Finance 2

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 11258-13: **Approve Payment of Bills for April 2013**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for April in the amount of \$832,246.55.

(Recommended by the Chief School Administrator)

Exhibit: Finance 3

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 11259-13: **Approve Transfers for March 2013**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves for March 2013 in the amount of \$66,398.00.

(Recommended by the Chief School Administrator)

Exhibit: Finance 4

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

FACILITIES

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING AGENDA
April 17, 2013

PERSONNEL

Resolution 11260-13: Approve April 2013 Personnel Resolutions as Listed Below

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the following personnel resolutions as listed below:

- | | |
|------------------------------------|--|
| <u>Resolution 11261-13:</u> | Abolish Supervisor of Student Services Position Effective July 1, 2013 |
| <u>Resolution 11262-13:</u> | Approve Non-Renewal of Non-Tenured Employee, Robert Zebrowski |
| <u>Resolution 11263-13:</u> | Abolish Job Descriptions for Lead Maintenance/Head Custodian and Information Technology Manager |
| <u>Resolution 11264-13:</u> | Approve Job Descriptions |
| <u>Resolution 11265-13:</u> | Employ 10-Month Personnel for the 2013-2014 School Year |
| <u>Resolution 11266-13:</u> | Employ 12-Month Administrative Secretaries for the 2013-2014 School Year |
| <u>Resolution 11267-13:</u> | Employ 12-Month Custodian/Maintenance Personnel for the 2013-2014 School Year |
| <u>Resolution 11268-13:</u> | Employ 12-Month Non-Bargaining Personnel for the 2013-2014 School Year |
| <u>Resolution 11269-13:</u> | Acknowledge Tenure for Employees Named Below |
| <u>Resolution 11270-13:</u> | Approve Summer Hours for 12-Month Employees |
| <u>Resolution 11271-13:</u> | Approve Hiring of Shop Instructors as needed |
| <u>Resolution 11272-13:</u> | Approve Posting for Specific Fall and Winter Sports and Extra-Curricular Activities |
| <u>Resolution 11273-13:</u> | Employ CIE Student for the 2012-2013 School Year |

(Recommended by the Chief School Administrator)

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 11261-13: Abolish Supervisor of Student Services Position Effective July 1, 2013

On the motion of _____, seconded by _____, RESOLVED, that this Board approves abolishing the Supervisor of Student Services position effective July 1, 2013.

(Recommended by the Chief School Administrator)

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 11262-13: Approve Nonrenewal of Nontenured Employee, Robert Zebrowski

On the motion of _____, seconded by _____, RESOLVED, that this Board approve the nonrenewal of employment of nontenured employee, Robert Zebrowski:

(Recommended by the Chief School Administrator)

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING AGENDA
April 17, 2013

Resolution 11263-13: **Abolish Job Descriptions for Lead Maintenance/Head Custodian and Information Technology Manager**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves abolishing the Lead Maintenance/Head Custodian and Information Technology Manager job descriptions.

(Recommended by the Chief School Administrator)

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

Resolution 11264-13: **Approve Job Descriptions**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the following Job Descriptions:

School Business Administrator/Board Secretary (Exhibit A)
Principal – Secondary and Post-Secondary Operations (Exhibit B)
Assistant Principal (Exhibit C)
Teacher (Exhibit D)
Guidance Counselor (Exhibit E)
School Nurse (Exhibit F)
C.I.E./Apprenticeship Coordinator/Transportation Coordinator (Exhibit G)
Technology Systems Manager (Exhibit H)
Facilities Manager (Exhibit I)
Athletic Director (Exhibit J)

(Recommended by the Chief School Administrator)

Exhibit: A-J

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

Resolution 11265-13: **Employ 10-Month Personnel for the 2013-2014 School Year**

On the motion of _____, seconded by _____, RESOLVED that this Board employs 10-month personnel for the 2013-2014 school year for the period from September 1, 2013 to June 30, 2014 as per the Exhibit. Salary, step, column, longevity, and all other pertinent information shall be calculated and approved by the Board at a subsequent meeting once the WTEA Agreement has been ratified by all parties.

(Recommended by the Chief School Administrator)

Exhibit: K

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING AGENDA
April 17, 2013

Resolution 11266-13: Employ 12-Month Administrative Secretaries for the 2013-2014 School Year

On the motion of _____, seconded by _____, RESOLVED that this Board employs 12-month Administrative Secretaries for the 2013-2014 school year for the period from September 1, 2013 to June 30, 2014 as per the Exhibit. Salary, step, longevity, and all other pertinent information shall be calculated and approved by the Board at a subsequent meeting once the WTEA Agreement has been ratified by all parties.

(Recommended by the Chief School Administrator)

Exhibit: L

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 11267-13: Employ 12-Month Custodian/Maintenance Personnel for the 2013-2014 School Year

On the motion of _____, seconded by _____, RESOLVED that this Board employs 12-month Custodian/Maintenance personnel for the 2013-2014 school year for the period from September 1, 2013 to June 30, 2014 as per the Exhibit. Salary, step, longevity, and all other pertinent information shall be calculated and approved by the Board at a subsequent meeting once the WTEA Agreement has been ratified by all parties.

(Recommended by the Chief School Administrator)

Exhibit: M

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 11268-13: Employ 12-Month Non-Bargaining Personnel for the 2013-2014 School Year

On the motion of _____, seconded by _____, RESOLVED that this Board employs 12-month non-bargaining personnel for the 2013-2014 school year for the period from July 1, 2013 to June 30, 2014 as per the Exhibit.

(Recommended by the Chief School Administrator)

Exhibit: N

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING AGENDA
April 17, 2013

Resolution 11269-13: Acknowledge Tenure for Employees Named Below

On the motion of _____, seconded by _____,

WHEREAS, the staff members listed below will meet the requirements to attain tenure in the Warren County Technical School District after completing three years service from their hire date and one day in the 2013-2014 school year; and

WHEREAS, each individual's performance has been satisfactory;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of Warren County Technical School grant tenure to each upon completing three years' service from their hire date and one day in the 2013-2014 school year:

Gary Colucci	Hire Date: 9/1/10
Laura Goodell	Hire Date: 9/1/10
Tracy Leal	Hire Date: 9/1/10
John Mylecraine	Hire Date: 9/1/10
Robert Wheatley	Hire Date: 9/1/10

(Recommended by the Chief School Administrator)

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

Resolution 11270-13: Approve Summer Hours for 12-Month Employees

On the motion of _____, seconded by _____, RESOLVED, that this Board approves summer hours of 7:30 a.m. to 3:30 p.m. with a half-hour paid lunch, Monday through Thursday, from June 24, 2013 through August 30, 2013 for 12-month employees, excluding custodial staff.

(Recommended by the Chief School Administrator)

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

Resolution 11271-13: Approve Hiring of Shop Instructors as needed

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the hiring of shop instructors to perform building repairs on an as needed basis during non-school hours at a rate of \$30.00 an hour.

Brad Bartow
Pete Izzo
Guy Piccinni

(Recommended by the Chief School Administrator)

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

ADDITIONAL INFORMATION: Certificate or Professional license needed if required by code.

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING AGENDA
April 17, 2013

Resolution 11272-13: **Approve Posting for Specific Fall and Winter Sports and Extra-Curricular Activities**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves posting for the following Fall and Winter sports and extra-curricular activities:

AM Student Monitor – 1 st Semester	Tutors (4)
AM Student Monitor – 1 st Semester	Yearbook Advisor
AM Student Monitor – 1 st Semester	Basketball Coach – Boys' Varsity
Class Advisor – Freshman	Basketball Coach – Boys' JV
Class Advisor – Sophomore	Basketball Coach – Girls' Varsity
Class Advisor – Junior	Basketball Coach – Girls' JV
Class Advisor – Senior	Cheerleading Coach - Varsity
Clock Operator	Cross Country Coach - Varsity
Detention Proctor (2)	Soccer Coach - Varsity
National Honor Society Advisor	Volleyball Coach - Girls
Student Government Advisor	Bowling Advisor
Substitute Caller	

(Recommended by the Chief School Administrator)

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

Resolution 11273-13: **Employ CIE Student for the 2012-2013 School Year**

On the motion of _____, seconded by _____, RESOLVED, that this Board authorizes the CSA to employ CIE student Benjamin Volk to work with technology personnel on an as needed basis during the period from March 18, 2013 to June 30, 2013 at the rate of \$8.00 per hour not to exceed \$2,000.00.

(Recommended by the Chief School Administrator)

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING AGENDA
April 17, 2013

TRAVEL

Resolution 11274-13: Approve Proposed Field Trips for the 2012-2013 School Year

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the following proposed Field Trips for the 2012-2013 school year:

Date	Destination	Instructor	Number Of Students	Purpose	Approx Transportation Cost
4/8/13	Rutgers University	Maria Tamburro	26	Health Care Industry Week	WCTS
4/10/13	Somerset Co VoTech	Bob Wheatley	3	Skills USA – Criminal Justice	WCTS
4/10/13	Harmony Twp School	Heidi San Filippo	7	Core Curriculum content standards	WCTS
4/23/13	Warren Haven Nursing Home	Maria Tamburro	8	Shadow Healthcare Professionals	WCTS
4/23/13	NY – 9/11 Memorial	Pedro Fortun	30	Give students educational experience, history, food culture in NY	\$491.44
4/25/13	Meadowlands Expo Center	Kristen Sarte	60-70	College Fair – Furthering Education	\$430.01 per bus 2 buses
5/2/13	Electronic Manufacturers in Easton, Allentown, Bethlehem	John Metroke	18	Explore Job opportunities	WCTS
5/10/13	Dorney Park	Jeanne McCormick	50	Math & Science of Roller coasters	\$430.01

(Recommended by the Chief School Administrator)

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

CURRICULUM

POLICY

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING AGENDA
April 17, 2013

OTHER NEW BUSINESS

Resolution 11275-13: Approve April 2013 Other New Business Resolutions as Listed Below

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the following Other New Business resolutions as listed below:

Resolution 11276-13: Approve Revised High School Calendar for 2012-2013 School Year

Resolution 11277-13: Approve High School Calendar for 2013-2014 School Year

Resolution 11278-13: Approve Revised 2012-2013 Nursing Service Plan

(Recommended by the Chief School Administrator)

VOICE VOTE: Yeas:____ Nays:____ Abstain:____ Absent:____

Motion Carried: Yes / No

Resolution 11276-13: Approve Revised High School Calendar for 2012-2013 School Year

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the revised calendar for the high school for the period from September 1, 2012 to June 30, 2013 as indicated in the Exhibit.

(Recommended by the Chief School Administrator)

Exhibit: O

VOICE VOTE: Yeas:____ Nays:____ Abstain:____ Absent:____

Motion Carried: Yes / No

ADDITIONAL INFORMATION: Five additional days have been added to the school calendar due to the closing of the school from October 29 through November 2 because of Super Storm Sandy and January 28 and February 8 because of inclement weather. The final day for students will be June 20 and June 24 for teachers. Graduation will be June 20.

Resolution 11277-13: Approve High School Calendar for 2013-2014 School Year

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the calendar for the high school for the period from September 1, 2013 to June 30, 2014 as indicated in the Exhibit.

(Recommended by the Chief School Administrator)

Exhibit: P

VOICE VOTE: Yeas:____ Nays:____ Abstain:____ Absent:____

Motion Carried: Yes / No

ADDITIONAL INFORMATION: This calendar has been developed in concert with the county calendar. It includes eight (8) Student Early Dismissal days for Professional Development for teachers.

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING AGENDA
April 17, 2013

Resolution 11278-13: **Approve Revised 2012-2013 Nursing Service Plan**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Revised 2012-2013 Nursing Service Plan effective from September 1, 2012 through June 30, 2013.

(Recommended by the Chief School Administrator)

Exhibit: Q

VOICE VOTE: Yeas:___ Nays:___ Abstain:___ Absent:___

Motion Carried: Yes / No

ADDITIONAL INFORMATION: The 2012-2013 Nursing Service Plan has been revised to include a summary of the specific medical needs of individual students and the nursing services required to address those needs and a description of how nursing services will be provided in emergency situations.

ADDENDUM ITEMS

ADJOURNMENT

Adjourn the Meeting

On the motion of _____, seconded by _____, the Board adjourned the meeting at _____p.m.

VOICE VOTE: Yeas:___ Nays:___ Abstain:___ Absent:___

Motion Carried: Yes/No

Upcoming Dates of Interest:

May 15	BOE meeting	5:00 p.m. Executive Session	5:30 p.m. Regular Session
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