

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

October 16, 2023



MEETINGS:

5:15 p.m.-Work Session, Media Center

6:00 p.m. – Personnel & Student Services, School #2 Media Center

6:00 p.m.- Budget, Finance & Facilities Meeting, School #2, Room #52

6:30 p.m. – Executive Session, Media Center

7:00 p.m.- Public Meeting, School #2 APR/Cafeteria

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION, SOUTHAMPTON, NJ 08088

"Building a Tradition of Excellence"

OUR MISSION

The Southampton Township School District shall empower our students with the life skills necessary to attain academic excellence while fostering social and emotional growth.

CALL TO ORDER:

ROLL CALL: BOARD OF EDUCATION MEMBERS:

Board of Education Member	Present	Absent
Jeffrey Hicks, <i>Vice President</i>		
Kit Applegate		
Sean Cassel		
Katie Topf		
Melissa Walker		
John McMichael		
Irving Bodine III		
Russell Hann		
Betty Wright, <i>President</i>		

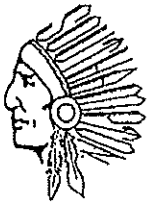
PUBLIC NOTICE OF MEETING: This meeting is held in compliance with N. J. S. A. 10:4-6. A schedule of meetings was posted in all schools and the township municipal building, advertised in the *Burlington County Times* on January 6, 2023, and the *Courier Post* on February 17, 2023, and posted on the district website and the Southampton Township School District Facebook page. A revised schedule of meetings was filed with the Township Clerk on March 28, 2023. Notice of the time change of tonight's meeting was transmitted to the Burlington County Times, Courier Post and the Township on October 11, 2023.

Notice that public session is being audio recorded

Please note that the **public session** of tonight's meeting is being audio recorded.

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

October 16, 2023



RESOLUTION TO ENTER CLOSED EXECUTIVE SESSION: The Board of Education is exercising their right to an exemption pursuant to N. J. S. A. 10:4-6 et seq. which provides that a public body may hold a closed session under certain statutory exceptions to the New Jersey Open Public Meetings Act with a general description of exceptions being matters:

1. rendered confidential by expressed provision of law or court order
2. right to receive federal funds
3. unwarranted invasion of individual privacy
4. collective bargaining negotiations
5. purchase/lease/acquisition of real property with public funds
6. items where immediate disclosure would impair public safety
7. investigation of violations of or possible violations of law
8. falling within attorney-client privilege
9. personnel matters
10. penalty or loss of license to an individual
11. pending or anticipated litigation
12. contract negotiation

The Board of Education has determined that such a circumstance exists which warrants a closed executive session under **items # 4, 8, 9, & 11** as above indicated and the subject to be discussed is as follows:

Collective Bargaining Negotiations/Falling Within Attorney-Client Privilege/

Personnel Matters/Pending or Anticipated Litigation

The Southampton Township Board of Education, pursuant to N.J.S.A. 10:4-6 et seq, will meet in executive session closed to the public for the discussion of a matter which falls under a statutory exception to the New Jersey Open Public Meetings Act and that said closed session will be held on **Monday, October 16, 2023** and the closed executive session discussions will pertain to the above mentioned items and that the minutes of the closed executive session will be disclosed after the Board of Education takes formal action or after the reason for the discussions in closed session no longer exists.

MOTION BY THE BOARD OF EDUCATION TO APPROVE RESOLUTION TO ENTER INTO EXECUTIVE SESSION

TIME: _____ MOTION: _____ SECOND: _____ VOICE VOTE

MOTION BY THE BOARD OF EDUCATION TO CLOSE EXECUTIVE SESSION

TIME: _____ MOTION: _____ SECOND: _____ VOICE VOTE

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

October 16, 2023



STATEMENT TO THE PUBLIC

Please be advised that often it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases a unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate Board committee. The members of the Board committee work with the administration and the Superintendent to assure that the members fully understand the matter. When the committee is satisfied that the matter has been thoroughly researched, it is presented to the Board of Education for discussion prior to any final action being taken. Only then, is it placed on the agenda for action at a public meeting. Please be aware this meeting may be recorded in accordance with District Policy #0168.

CALL TO ORDER REGULAR MEETING:

ROLL CALL:

Board of Education Member	Present	Absent
Jeffrey Hicks, <i>Vice President</i>		
Kit Applegate		
Sean Cassel		
Katie Topf		
Melissa Walker		
John McMichael		
Irving Bodine III		
Russell Hann		
Betty Wright, <i>President</i>		

SALUTE TO THE FLAG

MOTION BY THE BOARD OF EDUCATION TO ACCEPT THE AGENDA AS PUBLISHED

MOTION: _____ SECOND: _____ to accept the agenda as published
VOICE VOTE

STUDENT RECOGNITION: Empathy

Kindergarten: Frederick Wainwright IV
Grade 1: Emily Barnett
Grade 2: Autumn Donoho
Grade 3: Theresa Russo
Grade 4: Dilruba Korkman

Grade 5: Miranda Vazquez De La Cruz
Grade 6: Ember Hahn
Grade 7: Jayden Haire
Grade 8: Alexandra Zack

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EMPLOYEE RECOGNITION-OCTOBER

- Mr. Kevin Greene
- Mrs. Brianna Chapin

Superintendent's Recommendation for Employment

1.1 Kelly Spicer, Response to Intervention Teacher, effective within 60 days of 10/16/2023 at the annual salary of \$57,431.00, Step 3, BA column on the Schedule A-1 2023-2024 Salary Guide. Salary to be prorated for the 2023-2024 school year.

MOTION: _____ **SECOND:** _____ **to accept and approve superintendent's recommendation for employment (Item # 1.1) ROLL CALL VOTE**

1.2 Christian Tobin, Supervisor of Buildings and Grounds, effective within 45 days of 10/16/23 at the annual salary of \$85,000. Salary to be prorated for the 2023-2024 school year.

J. Hicks, Vice President	K. Topf	I. Bodine III
K. Applegate	M. Walker	R. Hann
S. Cassel	J. McMichael	B. Wright, President3

MOTION: _____ **SECOND:** _____ **to accept and approve superintendent's recommendation for employment (Item # 1.2) ROLL CALL VOTE**

J. Hicks, Vice President	K. Topf	I. Bodine III
K. Applegate	M. Walker	R. Hann
S. Cassel	J. McMichael	B. Wright, President

Introduction of New Faculty

- **Kelly Spicer**- Response to Intervention Teacher
- **Christian Tobin** – Supervisor of Buildings and Grounds

BRIEF RECESS

STATEMENT TO THE PUBLIC

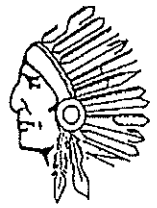
Board Members are legally and ethically required to uphold and enforce the laws and rules of the State Board of Education. This obligation applies to mandated curricula. Administrators are under a similar obligation. Therefore, the District is not in a position to countermand the law and rules.

PUBLIC PARTICIPATION AT BOARD OF EDUCATION MEETINGS

As a friendly reminder, public participation in Board of Education meetings is governed by District Policy 0167. During designated public comment periods members of the public shall direct all statements, questions, or inquiries to the presiding officer (i.e. Board President) and any questions or inquiries directed by a participant to another Board member will be redirected to the presiding

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

October 16, 2023



officer. The presiding officer may interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy; is abusive, obscene, or may be defamatory; and may request any person to leave the meeting when that person does not observe reasonable decorum.

PUBLIC COMMENT ON AGENDA ACTION ITEMS

In accordance with District Policies 0164 and 0167 members of the public are invited to submit comments pertaining only to the Board agenda action items during this public comment portion of the meeting. General comments, not necessarily pertaining to the agenda, are invited to be submitted during the public comment portion at the end of this meeting. The Board, pursuant to the Open Public Meetings Act, will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting; however, the Board will give all comments appropriate consideration and will refer all individual complaints to the Superintendent of Schools or Administration for resolution.

Public participation shall be governed by the following rules:

- A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if applicable
- Each statement made by a participant shall be limited to (not less than) three minutes' duration
- No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard

Please state your name, municipality, and the action item you're commenting on.

CLOSE PUBLIC COMMENT

PRESENTATION

- **Spring 2023 NJSLA Results presented by Mrs. Jennifer Horner**

APPROVAL OF MINUTES: September 15, 2023 – Special Meeting

MOTION: _____ **SECOND:** _____ to approve the meeting minutes from September 15, 2023 (as provided in the Board packet)

ROLL CALL VOTE

J. Hicks, Vice President

K. Applegate

S. Cassel

K. Topf

M. Walker

J. McMichael

I. Bodine III

R. Hann

B. Wright, President

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

October 16, 2023

APPROVAL OF MINUTES: September 19, 2023 – Regular Meeting



MOTION: _____ SECOND: _____ to approve the meeting minutes from September 19, 2023 (as provided in the Board packet)

ROLL CALL VOTE

J. Hicks, Vice President	K. Topf	I. Bodine III
K. Applegate	M. Walker	R. Hann
S. Cassel	J. McMichael	B. Wright, President

APPROVAL OF MINUTES: October 2, 2023 – Special Meeting

MOTION: _____ SECOND: _____ to approve the meeting minutes from October 2, 2023 (as provided in the Board packet)

ROLL CALL VOTE

J. Hicks, Vice President	K. Topf	I. Bodine III
K. Applegate	M. Walker	R. Hann
S. Cassel	J. McMichael	B. Wright, President

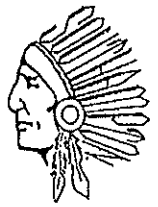
REPORT OF THE BOARD SECRETARY:

ACTION ITEMS:

- 1.1 It is recommended that the Board Approve transfers *Line items for the months of **September-October 2023**, as approved by the Superintendent.
- 1.2 Authorize the following payments *Payment of the **October 2023** bill list in the amount of \$478,630.87
- 1.3 Accept the ***Board Secretary's Report** for the month of **October 2023**.
- 1.4 Accept the **Treasurer's Reports** for the month of **October 2023**.
- 1.5 Approve the *Board Secretary's Monthly Certification Budgetary Line Item Status, Pursuant to NJAC 6A:23-2.1(c)3, I certify that as of **October 2023** no budgetary line item account has encumbrances and expenditures, which in total exceed line item appropriation in violation of NJAC 6A:23-2.11(a).
- 1.6 And certify the Board of Education's Monthly Certification Budgetary Major Account/Fund Status Pursuant to NJAC 6A:23-2.11(c)4, we certify that as of **October 2023** after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials and the treasurer's monthly financial reports, that to the best of our knowledge, no major account or fund has been over expended in violation of the NJAC6A:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- 1.7 Accept *Revenue Account Status Report for **September 2023**.

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

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MOTION: _____ SECOND: _____ to approve Board Secretary Report (items # 1.1– 1.7 as listed) ROLL CALL VOTE

J. Hicks, Vice President

K. Applegate

S. Cassel

K. Topf

M. Walker

J. McMichael

I. Bodine III

R. Hann

B. Wright, President

REPORT OF THE SUPERINTENDENT:

ACTION ITEMS:

1.*Special Services Report

2.*Curriculum Director's Report

3.*Nurse's Report

4.*Fire & Security Drill Reports

5. *HIB/Suspension Reports

6.*Principals' Report

7.*Enrollment –

Total school enrollment as of October 6th (PS-8 Including Out of District Students) = 691

- Special Education = 180
 - Resident students in-district = 146
 - Resident students sent out of district =8
 - Speech and Language only =26

8.*Bus Evacuation Drills

MOTION: _____ SECOND: _____ to accept and approve (item #s 1-8) VOICE VOTE

9. New Jersey Quality Single Accountability Continuum Components

9.1*2023-2024 Certified Nursing Plan

MOTION: _____ SECOND: _____ to approve the 2023-2024 Certified Nursing Plan which is a required element of the New Jersey QSAC District Performance Reviews (items #9.1) VOICE VOTE

10. *Approval of contract agreement with Bayada Home Health Care, Inc. to provide student nursing care for out of district Student #162190.

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

October 16, 2023



MOTION: _____ SECOND: _____ to approve contract with Bayada Home Health Care, Inc. to provide student nursing care for out of district Student #162190 (item #10) ROLL CALL VOTE

**J. Hicks, Vice President
K. Applegate
S. Cassel**

**K. Topf
M. Walker
J. McMichael**

**I. Bodine III
R. Hann
B. Wright, President**

11. *Approval of agreement with Innovative ABA, 11/6/2023 to 06/30/2024.

MOTION: _____ SECOND: _____ to approve agreement with Innovative ABA to provide School Behaviorists to support the needs of the district for the remaining 2023-2024 school year (item #11) ROLL CALL VOTE

**J. Hicks, Vice President
K. Applegate
S. Cassel**

**K. Topf
M. Walker
J. McMichael**

**I. Bodine III
R. Hann
B. Wright, President**

12. *Approval of contract agreement with Brett DiNovi and Associates for an RBT (Registered Behavior Technician) for Student #161177.

MOTION: _____ SECOND: _____ to approve contract with Brett DiNovi and Associates for an RBT (Registered Behavior Technician) for Student #161177 (item #12) ROLL CALL VOTE

**J. Hicks, Vice President
K. Applegate
S. Cassel**

**K. Topf
M. Walker
J. McMichael**

**I. Bodine III
R. Hann
B. Wright, President**

13. *Resolution of the Southampton Township Board of Education supporting the Township of Southampton safe routes to school project and the application for safe routes to school funding to make infrastructure improvements that will improve the walking environment for students.

WHEREAS, this project serves school walkers and bicyclists on the route to the school; and

WHEREAS, this Safe Routes to School Project will provide a much-needed safety improvement in the area and will clearly provide a much safer transportation experience for student walkers as well as students with disabilities and the general population of pedestrians in the Township of Southampton; and

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

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WHEREAS, the project will make the route to the three (3) District schools and recreation facilities much safer; and

WHEREAS, it is our belief that the proposed activities are consistent with the goals of the Safe Routes to Schools program and the policies of the Southampton Township School District and funding this project would provide a significant opportunity for the

Township of Southampton to improve student safety in the Township of Southampton.

NOW, THEREFORE, BE IT RESOLVED BY THE SOUTHAMPTON TOWNSHIP SCHOOL DISTRICT BOARD OF EDUCATION AS FOLLOWS:

The Southampton Township School District fully supports the Township of Southampton's efforts in seeking New Jersey Department of Transportation Safe Routes to Schools funds and will collaborate to support the goals of the project, namely, to improve safety, encourage walking and biking to school, and to improve the walking and biking environment for students of the district and other users of the routes.

MOTION: _____ SECOND: _____ to approve Resolution of the Southampton Township Board of Education supporting the Township of Southampton Safe Routes to School Project and the application for Safe Routes to School funding to make infrastructure improvements that will improve the walking environment for students (items #13) ROLL CALL VOTE

**J. Hicks, Vice President
K. Applegate
S. Cassel**

**K. Topf
M. Walker
J. McMichael**

**I. Bodine III
R. Hann
B. Wright, President**

14.*Approval of 2023-2024 District Goals & Action Plans

MOTION: _____ SECOND: _____ to approve the 2023-2024 District Goals & Action Plans (item #14) ROLL CALL VOTE

**J. Hicks, Vice President
K. Applegate
S. Cassel**

**K. Topf
M. Walker
J. McMichael**

**I. Bodine III
R. Hann
B. Wright, President**

COMMITTEE REPORTS

1. PERSONNEL/STUDENT SERVICES (Chairperson: R. Hann, B. Wright, S. Cassel)

Administrative Facilitator: Superintendent, A. Michael

* Personnel/Student Services Committee Meeting – 10-16-2023

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

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1.1 *Accept Resignation with Regret

- **Sarah Chip**, effective 11-17-2023
- **Samantha Rubin**, effective 12-04-2023

1.2 * Accept Administrative Resignation with Regret

- **Asia Michael**, effective 12-18-2023

1.3 *Workshops

- **Randall Meyer** to present at the New Jersey AHPERD Conference in Johnsonburg, NJ on 10-17-2023 from 8:30-3:30. No charge.
- **Maureen Walsh** to attend Book Study: The Explosive Child at BCSSS on 10-30-2023 and 11-06-2023. No charge.

1.4 *Approval for the following employees (C. Guerin, E. Grosser and E. Mundy) to work as referees/umpires as needed for school sports and to be paid the contractual referee/umpire charge rate.

MOTION: _____ SECOND: _____ to accept and approve (items #1.1-1.4) ROLL CALL VOTE

**J. Hicks, Vice President
K. Applegate
S. Cassel**

**K. Topf
M. Walker
J. McMichael**

**I. Bodine III
R. Hann
B. Wright, President**

1.5*Approval for out-of-district placement for Student #161177 pending acceptance.

MOTION: _____ SECOND: _____ to approve out of district placement for Student #161177 pending acceptance (item #1.5) ROLL CALL VOTE

**J. Hicks, Vice President
K. Applegate
S. Cassel**

**K. Topf
M. Walker
J. McMichael**

**I. Bodine III
R. Hann
B. Wright, President**

1.6 *Approval of sidebar agreement (Grievance #2023-02) between Southampton Township Education Association and the Southampton Township Board of Education

MOTION: _____ SECOND: _____ to approve sidebar agreement (Grievance #2023-02) between Southampton Township Education Association and the Southampton Township Board of Education (item #1.6) ROLL CALL VOTE

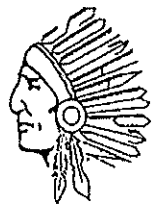
**J. Hicks, Vice President
K. Applegate
S. Cassel**

**K. Topf
M. Walker
J. McMichael**

**I. Bodine III
R. Hann
B. Wright, President**

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

October 16, 2023



1.7 Approval to Negotiate Interim Superintendent Contract

MOTION: _____ **SECOND:** _____ to negotiate an employment contract with Michael Harris for the position of interim superintendent and submission of the employment contract to the executive county superintendent for review and approval prior to the appointment of Mr. Harris as interim superintendent. (item #1.7) **ROLL CALL VOTE**

J. Hicks, Vice President

K. Topf

I. Bodine III

K. Applegate

M. Walker

R. Hann

S. Cassel

J. McMichael

B. Wright, President

1.8 Residency Determination

MOTION: _____ **SECOND:** _____ to determine that Student # 162282 is ineligible to attend school in the Southampton Township School District and directing that a final notice of ineligibility be prepared and sent to the parents of Student # 162282. (item #1.8) **ROLL CALL VOTE**

J. Hicks, Vice President

K. Topf

I. Bodine III

K. Applegate

M. Walker

R. Hann

S. Cassel

J. McMichael

B. Wright, President

2. CURRICULUM/POLICY COMMITTEE (Chairperson: J. Hicks, K. Topf & K. Applegate)

Administrative Facilitator: Superintendent, A. Michael

Curriculum/Policy Committee Meeting – 10-10-2023 Special Meeting (Strauss Esmay)

Curriculum/Policy Committee Meeting – 10-11-2023 Regular Meeting

INFORMATION ITEMS:

Committee Updates

ACTION ITEMS:

2.1 *Approval of 2023-2024 School Level Objectives

MOTION: _____ **SECOND:** _____ to approve the 2023-2024 School Level Objectives (items #2.1) **ROLL CALL VOTE**

J. Hicks, Vice President

K. Topf

I. Bodine III

K. Applegate

M. Walker

R. Hann

S. Cassel

J. McMichael

B. Wright, President

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

October 16, 2023



2.2 *First reading and acknowledgement of revised policy:

2.2.1 P 0168 Recording Board Meetings (Revised)

MOTION: _____ SECOND: _____ to acknowledge first reading of revised policy (item #2.2.1) ROLL CALL VOTE

J. Hicks, Vice President	K. Topf	I. Bodine III
K. Applegate	M. Walker	R. Hann
S. Cassel	J. McMichael	B. Wright, President

2.3 *Second reading and adoption of revised policies and new regulation:

2.3.1 P 0164 Conduct of Board Meeting (Revised)

2.3.2 P 2419 School Threat Assessment Teams (Revised)

2.3.3 R 2419 School Threat Assessment Teams (New)

MOTION: _____ SECOND: _____ to approve upon second reading and adoption of revised policies and new regulation (items #2.3.1-2.3.3) ROLL CALL VOTE

J. Hicks, Vice President	K. Topf	I. Bodine III
K. Applegate	M. Walker	R. Hann
S. Cassel	J. McMichael	B. Wright, President

2.4 *Abolishment of Existing Policies and Regulations (Policy Alert # 231)

2.4.1 P&R 5460.02 Bridge Year Pilot Program

MOTION: _____ SECOND: _____ to approve abolishment of P&R 5460.02 (items #2.4.1) ROLL CALL VOTE

J. Hicks, Vice President	K. Topf	I. Bodine III
K. Applegate	M. Walker	R. Hann
S. Cassel	J. McMichael	B. Wright, President

2.5 Discuss P5756 Transgender Students

3. BUDGET/FINANCE/FACILITIES COMMITTEE (Chairperson: J. McMichael,

M. Walker & I. Bodine) Administrative Facilitator – Business Administrator, C. DeJoseph

***Budget/Finance/Facilities Meeting – 10-16-2023**

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

October 16, 2023



INFORMATIONAL ITEMS:

- The District's annual audit is expected to commence on November 27th

ACTION ITEMS:

1. *Approval of agreement for services with Franklin Alarm Company, Inc. for fire and alarm system monitoring for the maintenance building.

MOTION: _____ **SECOND:** _____ to approve agreement for services with Franklin Alarm Company, Inc. for fire and alarm system monitoring for the maintenance building (items # 1 as listed) **ROLL CALL VOTE**

J. Hicks, Vice President

K. Topf

I. Bodine III

K. Applegate

M. Walker

R. Hann

S. Cassel

J. McMichael

B. Wright, President

4. PRESIDENT'S COUNCIL

4.1 2023-2024 Board of Education Goals (TBD)

4.2 Public Relations Committee Report

UNFINISHED BUSINESS:

- NJSBA Workshop (October 23-26th)
- *BCSBA Meeting (hybrid) October 5th: Topic – Team Building & Trust @ Medford Village Country Club
- STAR Foundation Golf Tournament – October 13, 2023

NEW BUSINESS:

PUBLIC COMMENTS: As per policies 0164 and 0167, members of the public are invited to submit general comments during this public comment portion of the meeting.

CLOSE PUBLIC COMMENT

MOTION: _____ **SECOND:** _____ **TO ADJOURN TIME:** _____

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

October 16, 2023



DATES TO REMEMBER

October 18	Marking Period 1 Progress Reports/Interims Posted
October 23	Red Ribbon Week
October 31	Halloween Parade @ 1:30 p.m.
November 7	School Board Elections (General Election)
November 8	2 Hour Delay for Students (Teacher In-Service)
November 9-10	NJEA Convention (Schools Closed)
November 13 – 17	PTA Book Fair
November 14	Board of Education Meeting
November 20-21	Early Dismissal @1:04 p.m. for Students (Parent Conferences)
November 23-24	Thanksgiving Break

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

August 29, 2023



ADDENDUM

Page #4:

Added Employee Recognition for October

Page #7

**Removed Item #9.2 Annual Facilities and Health and Safety Evaluation of School Buildings
(Tabled to November 14, 2023 Board of Education Meeting)**

Page #11

Added Item #1.8 Residency Determination

Page #12

Added Item # 2.2 First reading and acknowledgement of revised policy P 0168

Page #12

Changed numbering of items 2.2-2.5 after additional of item 2.2

