

**PALMYRA BOARD OF EDUCATION  
MINUTES  
November 13, 2012**

1. Call to order 7:04 p.m.

The Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend meetings of the public bodies, at which time any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Palmyra Board of Education has caused notice of this meeting to be published by having the date, time, place and purpose thereof posted at Palmyra Borough Hall, the high school library bulletin board, and board offices; mailed to the Palmyra Borough Clerk, Burlington County Times, Courier Post, Philadelphia Inquirer, and the Trend on November 9, 2012.

2. Moment of Silent Meditation

3. Roll Call:

Mr. Keith Austin  
 Ms. Nancy Brett  
 Mr. Richard Dreby, President  
 Ms. Valerie R. Flournoy  
 Ms. Vanessa Flournoy  
 Mrs. Mary L. Holloway, Vice President  
 Mr. Stanley Ozalis  
 Mr. John Quigg  
 Mr. Scott Warnock, Riverton Representative  
 Ms. Amy Pine, Beverly Representative  
 Ms. Irene Farinas, Student Representative

Present: Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie R. Flournoy, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis, Mr. Warnock, Ms. Farinas  
 Absent: Ms. Vanessa Flournoy, Mr. Quigg, Ms. Pine

4. Salute to the Flag
5. Board Secretary administered the oath of office to newly appointed member of the Board of Education, Mr. Jimmy Lindsay.
6. Superintendent's Report

1. Post Hurricane Sandy Update:

- a. Thank you to maintenance and custodial staff for being on-site and providing up-to-date feedback on status of buildings
- b. Thank you to Mr. Blatchley and Mr. Holt for coordinating schedules and discussions with various borough agencies

- c. Thank you to support staff and administrative staff for conducting phone conferences with staff to determine "reporting ability" in order to conduct school on the Wednesday proceeding the storm
- d. A county-wide offer was made to school districts to provide any available resources from the Palmyra School District.
- e. The Commissioner of Education is requesting that districts post availability and contact information for displaced students on their Websites.

## 2. QSAC

- a. District Improvement Plan completed and ready for BOE approval.
- b. SOA is completed and ready for BOE approval.
- c. Fiscal and C&I improvement processes assessed and interventions being implemented

## 3. Curriculum

- a. Mid-year assessment completed by Ms. Saia;
- b. Meeting held with Beverly, Riverton and Palmyra to discuss mid-year assessment
- c. Efficiency meeting scheduled for 11/20/12

## 4. Technology Update

- a. Hand-out provided to BOE members
- b. Successful upgrade from T-lines to Ethernet lines completed over the period of 11/8-11/2012
- c. Incoming/outgoing email service continues to be a challenge; provider is actively working a solution with anticipated IP address population to finalize over the next day or so.

## 7. Committee Reports

Curriculum & Instruction: Ms. Brett reported that the scheduled committee meeting had been postponed due to the hurricane. She then gave an overview of subsequent discussions which she had with Mr. McBride and Ms. Saia regarding curriculum and instruction.

Finance & Physical Plant: Mr. Austin expressed the thanks from the Board of Education for the work done by the Buildings and Grounds department throughout the hurricane. He then presented the Buildings and Grounds report for October.

Human Resources: The committee did not meet during this period.

Policy: The committee did not meet during this period.

Dr. Keenan gave an overview of the district special education community based on his observations as Interim Child Study Team Director.

## 8. Presentations

- Students of the Month
 

|        |               |
|--------|---------------|
| Gr. 6  | Cayenne Sims  |
| Gr. 8  | Colin Gilmore |
| Gr. 9  | Kelvin Harmon |
| Gr. 12 | Kylie Zeyher  |

## 9. Correspondence

Mr. McBride read a card from Mr. William McDonald commending the district for being recognized by Philadelphia Magazine as having one of the top 100 High Schools in the Greater Philadelphia area.

## 10. Recognition of members of the public wishing to speak on agenda items

Ms. Beck asked to clarify that the volunteers listed under agenda item 14.01G were PTA volunteers who primarily volunteered at Charles Street School.

## 11. Routine Business

## A. Entertain a motion to accept the following reports:

- Cafeteria Report – September, 2012
- Enrollment Report – October, 2012
- Health Report – October, 2012
- HIB Report – October, 2012
- Violence, Vandalism & Substance Abuse Report – October, 2012

Motion: Ms. Nancy Brett

Second: Mr. Keith Austin

Vote: Unanimous

## B. Entertain a motion to accept the following minutes:

- Regular Meeting of October 9, 2012

Motion: Ms. Mary Holloway

Second: Mr. Keith Austin

Vote: Unanimous

## 12. Old Business - none

## 13. Discussion Item - none

## 14. New Business

Often times 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/Chief School Administrator (CSA). If the Superintendent of Schools/Chief School Administrator 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 administration and the Superintendent to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then is it placed on the agenda for action at a public meeting.

**14.01 Personnel****A. Student Teachers**

- Pal. 1. BE IT RESOLVED that approval is hereby granted for Ms. Elizabeth Robins, a student at Burlington County College, to do 4 hours of class observation at Charles Street School.

Motion: Ms. Mary Holloway

Second: Ms. Nancy Brett

Ayes: (6) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis

Nays: (0) none

Abstentions: (0)

- Full 2. BE IT RESOLVED that approval is hereby granted for Mr. Mark Buchholz, a student from Rutgers University, to do his student practicum in Mathematics K-12 under the direction of Mr. Erich Mehler from January 28 through May 3, 2013.
- Full 3. BE IT RESOLVED that approval is hereby granted for Mr. Kyle Burke, a student at Rowan University, to do his clinical practice in Social Studies under the direction of Mr. Dan Licata from January 22 to May 10, 2013.

**B. Professional Development/Travel**

- Full 1. BE IT RESOLVED that the following Professional Development Workshops are hereby approved:

| <i>Staff Member</i> | <i>Name/Date of Workshop</i>                                              | <i>Workshop Cost</i> | <i>Workshop Location</i>        | <i>Total Mileage Reimbursement Cost</i> |
|---------------------|---------------------------------------------------------------------------|----------------------|---------------------------------|-----------------------------------------|
| Barbra Webb         | Preschool Outcomes (Battelle) on 10/4/12                                  | n/a                  | Mullica Hill, NJ                | \$21.84                                 |
| Joe Martin          | Threat Assessment Training on 10/18/12                                    | n/a                  | Monroe Twp., NJ                 | \$16.74                                 |
| Jeff Moore          | All South Jersey Choir Auditions on 11/17/12                              | \$10.00 per student  | Woodstown High School           | \$31.00                                 |
| Jeff Moore          | All South Jersey Band Auditions on 12/8/12                                | \$10.00 per student  | Eastern High School             | \$12.40                                 |
| Jeff Moore          | All South Jersey Regional Band Rehearsal & Concert on 1/11/13 and 1/13/13 | n/a                  | Glassboro, NJ                   | \$21.70                                 |
| Jeff Moore          | All State Band Auditions on 1/19/13                                       | \$20.00 per student  | Edison, NJ                      | \$36.00                                 |
| Jeff Moore          | All South Jersey Junior High Band Auditions on 1/26/13                    | \$10.00 per student  | Southern Regional Middle School | \$31.62                                 |

|                           |                                                                                                                      |                     |                   |             |
|---------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------|-------------------|-------------|
| Jeff Moore                | NJ All State Music Convention 2/21/13-2/23/13                                                                        | \$200.00            | New Brunswick, NJ | \$24.80     |
| Jeff Moore                | All State Choir Auditions on 4/13/13                                                                                 | \$20.00 per student | West Deptford, NJ | \$31.00     |
| Kim Hoffman               | Elementary School Conflict Resolution Training on 11/26/12                                                           | n/a                 | New Brunswick, NJ | \$24.80     |
| Adam Pizzo & Casey Welsh  | Creating Safe & Reclaiming Schools Series-Working Effectively with Troubled & Troubling Students on 11/27 & 11/28/12 | \$149.00 ea.        | Glassboro, NJ     | \$14.88 ea. |
| Charles Hensel            | Best Strategies for Using iPads for Classroom Content Learning on 11/30/12                                           | \$225.00            | Cherry Hill, NJ   | \$4.65      |
| Charles Hensel            | Best in New Young Adult Literature on 12/3/12                                                                        | \$229.00            | Frazer, PA        | \$21.70     |
| Sabrina Bonner            | Working with Troubled & Troubling Students on 12/20/12 & 3/19/13                                                     | \$249.00            | Glassboro, NJ     | \$43.40     |
| Michele Trefz, Tracy Wolf | "Picture This" in Geometry & New Common Core Gr. 6-10 on 2/21/13                                                     | \$195.00 ea.        | Piscataway, NJ    | \$34.72     |

Full C. Substitute Employees 2012-2013

BE IT RESOLVED that the following personnel are hereby approved as substitutes for the 2012/2013 school year pending approval by the Burlington County Office of Education:

| <u>Name</u>        | <u>Position</u>                            | <u>Rate of Pay</u> |
|--------------------|--------------------------------------------|--------------------|
| Linda R. DiMassimo | Teacher Assistant                          | \$60.00/day        |
| Amanda Hubler      | Custodian                                  | \$8.00 per hour    |
| Bernadette Russell | Teacher                                    | \$80.00/day        |
| Emil Winkelspecht  | Teacher                                    | \$80.00/day        |
| Catherine Vose     | Homebound Instructor                       | \$30.00/hr.        |
|                    | Supplemental Instructor                    | \$18.75/hr.        |
| Marcella Field     | Teacher Assistant for After School Program | \$7.25/hr.         |
| Brenda Collier     | Homebound Instructor                       | \$30.00/hr.        |

Full D. Salary Adjustment

BE IT RESOLVED that approval is hereby granted to adjust the salary of Mr. Brian Thomas, Science Teacher at Palmyra High School, from \$53,745 (BA, Step 7) to \$54,792 (BA, Step 8), retroactive to September 1, 2012.

Full E. Extracurricular Activities

1. BE IT RESOLVED that the resignation of Sean Kahoun as JV Wrestling Coach is hereby accepted.

2. BE IT RESOLVED that the following extracurricular appointments at Palmyra High School are hereby approved for the 2012/2013 school year:

| <u>Staff Member</u>                                 | <u>Activity</u>                                        | <u>Stipend</u> |
|-----------------------------------------------------|--------------------------------------------------------|----------------|
| Matt Thomas                                         | JV Wrestling Coach                                     | \$4,318        |
| Brandon Whittingdon                                 | Middle School Boys Basketball                          | \$1,431        |
| Shaleta Brown                                       | Middle School Girls Basketball                         | \$1,431        |
| Sean Kahoun,<br>John C. Geisel &<br>Scott VanSciver | Paraprofessional Athletic Aides<br>for Wrestling       | volunteers     |
| Lailah Pratt                                        | Paraprofessional Athletic Aide<br>for Girls Basketball | volunteer      |
| Colin Devlin                                        | Paraprofessional Athletic Aide<br>for Boys Basketball  | volunteer      |

3. BE IT RESOLVED that approval is hereby requested to initiate a Boys' Freshman Basketball Schedule/Team under the supervision of Mr. Joseph McColgan and Mr. Matthew Papenberg at no cost to the district.

\*Mr. McColgan provided information to the Board regarding his proposal for fielding a Boys Freshmen Basketball Team.

4. BE IT RESOLVED that the appointment of Ms. Rebecca Wooden as a Paraprofessional Aide for Band is hereby rescinded.

Motion: Mr. Keith Austin

Second: Ms. Nancy Brett

Ayes: (7) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis, Mr. Warnock

Nays: (0) none

Abstentions: (0)

Pal. 5. BE IT RESOLVED that the following extracurricular appointment at Charles Street School is hereby approved for the 2012/2013 school year:

| <u>Staff Member</u> | <u>Activity</u>              | <u>Stipend</u>  |
|---------------------|------------------------------|-----------------|
| Kelliann Richardson | After School Book Club Gr. 3 | \$442 pro-rated |

F. Leave of Absence

Pal. 1. BE IT RESOLVED that approval is hereby granted for Mrs. Karla O'Connell, Grade 3 teacher at Charles Street School, to take a leave of absence as follows:

| <u>Date(s)</u>             | <u>Type of Leave</u> |
|----------------------------|----------------------|
| January 2 to March 1, 2013 | Paid Medical Leave   |
| March 4 to April 19, 2013  | Unpaid Leave         |

- Pal. 2. BE IT RESOLVED that approval is hereby granted to extend the medical leave of absence for Ms. Donna Wenzke, Health/PE teacher at Charles Street School, to December 1, 2012.  
BE IT FURTHER RESOLVED that Mrs. Sarah Snow Bailey is hereby approved as a substitute for Ms. Wenzke pending her return, at a salary of \$49,543 (BA, Step 1) pro-rated, effective October 22, 2012.
- Pal. 3. BE IT RESOLVED that approval is hereby granted for Mrs. Debra Lewis, teacher assistant at the Delaware Avenue School, to take an unpaid leave of absence from March 11 through March 15, 2013.
- Pal. 4. BE IT RESOLVED that approval is hereby granted for Ms. Linda Tool, teacher assistant at the Delaware Avenue School, to take an unpaid leave of absence on March 14-15, 2013.

Motion: Mr. Keith Austin

Second: Ms. Valerie Flourney

Ayes: (7) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie Flourney, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis

Nays: (0) none

Abstentions: (0)

- Full 5. BE IT RESOLVED that approval is hereby granted to adjust the leave of absence for Mrs. Laura McMullin, School Psychologist, as follows:  
From: November 28, 2012 (utilizing 12 sick days) through May 3, 2013  
To: November 26, 2012 (utilizing 12 sick days) through May 3, 2013

Motion: Mr. Keith Austin

Second: Ms. Valerie Flourney

Ayes: (8) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie Flourney, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis, Mr. Warnock

Nays: (0) none

Abstentions: (0)

Full G. Volunteers

BE IT RESOLVED that the following volunteers are hereby approved for the 2012/2013 school year:

Genevieve Lumia (Book Mates)

Catherine Brooks

Veronica Reid

Patricia Opperman

Hilary Weaver

Elizabeth Sims

Scott Hartman

Eunice Schiavinato

Sheila Kania

Amy Okazaki

Jennifer O'Connell

Tim Beck

Keith Adams

Kim Quigg

Kristen Young

Susan Schneider

Wendy Hartman

Ron Jablonski

Note: "At Charles Street School" was deleted prior to the vote.

Motion: Ms. Mary Holloway

Second: Ms. Nancy Brett

Ayes: (8) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie Flourney, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis, Mr. Warnock

Nays: (0) none

Abstentions: (0)

**14.02 Student Personnel Services**Pal. A. Residency

1. Whereas pupil #3134790176, having enrolled and attended school in the district based on an initial determination of eligibility, has subsequently been determined to be ineligible for continued attendance,

And Whereas written notice of ineligibility has been provided and directed to the address at which the applicant claims to reside and said notice included information as required in accordance with N.J.A.C. 6A:22-4.2 et seq. and notified the student's parent(s) of his/her entitlement to a hearing before the Board of Education,

And Whereas student #3134790176 did not request to appear for a hearing before the Board.

The Superintendent is hereby directed to immediately provide final notice of ineligibility to student #3134790176's parent(s) in accordance with the requirements of N.J.A.C. 6A:22-4.2 et seq. and to remove #3134790176 from school no earlier than November 16, 2012.

2. Whereas pupil #9686618031, having enrolled and attended school in the district based on an initial determination of eligibility, has subsequently been determined to be ineligible for continued attendance,

And Whereas written notice of ineligibility has been provided and directed to the address at which the applicant claims to reside and said notice included information as required in accordance with N.J.A.C. 6A:22-4.2 et seq. and notified the student's parent(s) of his/her entitlement to a hearing before the Board of Education,

And Whereas student #9686618031 did not request to appear for a hearing before the Board.

The Superintendent is hereby directed to immediately provide final notice of ineligibility to student #9686618031's parent(s) in accordance with the requirements of N.J.A.C. 6A:22-4.2 et seq. and to remove #9686618031 from school no earlier than November 16, 2012.

B. Student Activities

- Pal. 1. BE IT RESOLVED that approval is hereby granted for The Kids for Character Club at Charles Street School to place a Toys for Tots collection box in the lobby of the Charles Street School from November 29, 2012 to December 13, 2012.



Motion: Ms. Valerie Flourney

Second: Mr. Jimmy Lindsay

Ayes: (7) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie Flourney, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis

Nays: (0) none

Abstentions: (0)

C. Homebound Instruction

- Full 1. BE IT RESOLVED that the following request for homebound instruction is hereby approved:
- Dorothy Talavera to provide homebound instruction (student #6229057786) effective 11/5/12 (end date to be determined)

Motion: Ms. Valerie Flourney

Second: Mr. Stanley Ozalis

Ayes: (8) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie Flourney, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis, Mr. Warnock

Nays: (0) none

Abstentions: (0)

- Pal. 2. BE IT RESOLVED that the following request for homebound instruction is hereby approved:
- Dorothy Talavera to provide homebound instruction (student #8428285932) effective 10/16/12 (end date to be determined)

D. Educational Field Trips

- Pal. 1. BE IT RESOLVED that the following field trips at Charles Street School are hereby approved:
- | <u>Date</u>   | <u>Destination</u>                            | <u>Grade/Subject</u>                                            |
|---------------|-----------------------------------------------|-----------------------------------------------------------------|
| Jan. 18, 2013 | Aquarium in Camden, NJ                        | Gr. 2/Ms. Blatchley,<br>Mrs. Lucas, Mrs. Mackey,<br>Ms. Merrill |
| Mar. 22, 2013 | State House in Trenton, NJ                    | Gr. 4/Mrs. Falcone                                              |
| Apr. 26, 2013 | NJ State Museum & Old Barracks in Trenton, NJ | Gr. 4/Mrs. Falcone                                              |

Motion: Ms. Valerie Flourney

Second: Mr. Keith Austin

Ayes: (7) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie Flourney, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis

Nays: (0) none

Abstentions: (0)

- Full 2. BE IT RESOLVED that the following field trips at Palmyra High School are hereby approved:
- | <u>Date</u>   | <u>Destination</u>                | <u>Grade/Subject</u>   |
|---------------|-----------------------------------|------------------------|
| Nov. 16, 2012 | Lockheed Martin in Moorestown, NJ | Gr. 9-12/Mrs. Crean    |
| Dec. 13, 2012 | Love Park in Phila., PA           | Gr. 9-12/Mrs. Feinleib |

Feb. 4, 2013,      Cooper Hospital Traumatic  
 April 10, 2013,    Injury Prevention Program  
 May 29, 2013

Gr. 9-12/Ms. Shore

- Full      E. Student Placement  
 BE IT RESOLVED that approval is hereby granted for a 9<sup>th</sup> grade student (#4033775246) who transferred into Palmyra on 10/11/12 to continue placement at Garfield Park Academy at a tuition rate of \$45,900 plus a 1:1 aide at \$25,200 pro-rated.
- Full      F. National German Exam  
 BE IT RESOLVED that approval is hereby granted for Palmyra High School to administer the National German Exam to qualified students.
- Full      G. Fund Raisers  
 BE IT RESOLVED that the following fund raisers are hereby approved:
1. Palmyra Delegation Youth & Government – Stephanie Werner
    - a. Chocolate mint patties/chocolate lollipop sale – December 1, 2012 (craft fair)
    - b. Candy Canes for a Cause Sale – December 3-5, 2012 (Hurricane Sandy Relief Fund – Red Cross)
    - c. Toy/Food Drive – December 3-7, 2012
    - d. Dress Down Day – December 7, 2012 (Hurricane Sandy Relief Fund – Red Cross)
    - e. Brownie Pop Sale
      - i. December 17<sup>th</sup> & 18<sup>th</sup> (pre-sale December 10-12, 2012)
      - ii. January 18<sup>th</sup> (pre-sale January 14-16)
      - iii. February 13<sup>th</sup> (pre-sale February 11-12)
      - iv. March 15<sup>th</sup> (pre-sale March 11-14)
    - f. Irish Potato Sale – March 15, 2012 (pre-sale March 11-14)
    - g. Bake Sales
      - i. December 18<sup>th</sup>
      - ii. January 18<sup>th</sup>
      - iii. February 14<sup>th</sup>
      - iv. March 15<sup>th</sup>
  2. PTA – Kathy Hartman
    - a. Use of Snack Bar (CSS) during indoor soccer games
      - i. January 5<sup>th</sup>
      - ii. January 12<sup>th</sup>
      - iii. January 19<sup>th</sup>
      - iv. January 26<sup>th</sup>
      - v. February 2<sup>nd</sup>
      - vi. February 9<sup>th</sup> or February 16<sup>th</sup> (whichever does not conflict with fisherman flea market)
      - vii. February 23<sup>rd</sup>

3. PTA – Carol Livingstone  
Joe Corbi cookie dough fundraiser – November 14-30, 2012
4. Palmyra Band Parents Association, Inc. - Sue Van Emburgh & Terry Sardos
  - a. Krispy Kreme coupon sale – November 14, 2012 – June 30, 2013
  - b. 5 Below store coupon drive – percentage of the proceeds from sales using “Palmyra” coupons on the below dates go towards the Palmyra Band.
    - i. December 7-9, 2012
    - ii. December 14-16, 2012
    - iii. December 21-23, 2012
  - c. Craft Fair – December 1<sup>st</sup>, 2012 – moved to Palmyra High School – Terry Sardos
5. Student Council – Kathy McClure & Jennifer Van Zandt
  - a. Spirit Week Sunglass Sale – November 19-21, 2012
  - b. Dress Down Day – February 22, 2013
6. Class of 2014 – Alex Torrance & Howard Norcross
  - a. “Dress UP Day” – November 30, 2012
7. Class of 2015 – Jennifer Van Zandt
  - a. Dress Down day – March 29, 2013
8. Post Prom Committee – Anna Marie Bearint
  - a. “Whistler’s Night” – December 8, 2012 – A portion of the proceeds of lunch/dinner to “Palmyra” customers will go towards the post prom committee
9. PHS Cheerleading – Stefani Strom
  - a. PHS Panthers 2013 Sports Calendar Sales - Home Basketball games – December 2012-February 2013
10. Just Say No – Donna Wenzke
  - a. Just Say No T-Shirt sales – March 21 – April 30, 2013

Full H. Spring Play

BE IT RESOLVED that approval is hereby granted to have a spring play at the high school (comedy) entitled, “30 Reasons Not To Be In A Play”, directed by Mr. Tracey with script approved and read by Mr. Martin (dates to be determined).

**14.03 BCEA Mall Expo**

Full BE IT RESOLVED that approval is hereby granted for the Palmyra School District to participate in the 2013 BCEA Mall Expo from April 14-21, 2013.

**14.04 \*Quality Single Accountability Continuum (QSAC)**

Full A. Statement of Assurance 2012-2013

BE IT RESOLVED that approval is hereby granted to submit the Palmyra School District’s New Jersey Quality Single Accountability Continuum (QSAC) for the 2012-2013 school year to the New Jersey Department of Education.

Full B. District Improvement Plan

BE IT RESOLVED that the District Improvement Plan is hereby approved for submittal to the New Jersey Department of Education.

**14.05 \*Job Description Manual**

Full BE IT RESOLVED that the updated Job Description Manual is hereby approved.

Motion: Mr. Stanley Ozalis

Second: Mr. Keith Austin

Ayes: (7) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie Flourney, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Warnock

Nays: (0) none

Abstentions: (0)

**14.06 Finance**Full A. Certification

Pursuant to NJAC 6:20-2.13(e), we certify that as of September 30, 2012, 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 in violation of NJAC 6A:23-A-16.10(c) 3 & 4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Motion: Ms. Valerie Flourney

Second: Ms. Nancy Brett

Ayes: (8) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie Flourney, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis, Mr. Warnock

Nays: (0) none

Abstentions: (0)

Full \*B. Bill Lists

BE IT RESOLVED that the bill lists are hereby approved as follows:

|                                         |                |
|-----------------------------------------|----------------|
| Hand & Machine Checks for October, 2012 | \$1,407,789.99 |
|-----------------------------------------|----------------|

Full \*C. Secretary's Report

BE IT RESOLVED that the Secretary's Report for September, 2012 is hereby approved.

Full \*D. Treasurer's Report

BE IT RESOLVED that the Treasurer's Reports for August & September, 2012 are hereby approved.

Full \*E. Transfers

BE IT RESOLVED that the Transfer Report for September, 2012 is hereby approved.

Full F. Labor Negotiation Services

BE IT RESOLVED that the Comegno Group P.C. is hereby approved to provide Labor Negotiation Services in accordance with the conditions set forth in the Request for Proposal at a rate of \$175.00 per hour.

Full \*G. 2011-2012 Comprehensive Annual Financial Report and Corrective Action Plan

BE IT RESOLVED that the 2011-2012 Comprehensive Annual Financial Report is hereby accepted and that the corresponding Corrective Action Plan is hereby approved as presented and discussed.

Full H. Voided Checks

BE IT RESOLVED that the following FY11 checks be voided and that the balances be returned to the corresponding fund accounts.

**PAYROLL ACCOUNT**

| <u>Check</u> | <u>Amount</u> | <u>Vendor</u> | <u>Issued</u> | <u>Explanation</u> |
|--------------|---------------|---------------|---------------|--------------------|
| 52212        | 82.62         | L. Brown      | 12/23/10      | substitute         |
| 52234        | 2,148.40      | E. Zawistoski | 1/11/11       | substitute         |
| 52528        | 21.77         | K. Richardson | 3/10/11       | after school       |
| 52869        | 55.41         | S. Lim        | 6/8/11        | substitute         |
| 52960        | 257.67        | J. Darrell    | 6/21/11       | substitute         |

Full I. Grant Funded Salaries

BE IT RESOLVED that approval is hereby granted for the following salary to be one hundred percent grant funded for the 2012-2013 school year.

| <u>Grant</u> | <u>Position (FTE)</u> | <u>Staff</u>      | <u>Amount</u> |
|--------------|-----------------------|-------------------|---------------|
| NCLB         | Para Professional (1) | Mary Ellen Rooney | \$19,144      |

(Ms. Molinari originally approved. Schedule changes necessitated a change prior to the start of the school year.)

Full J. Settlement Agreement

BE IT RESOLVED that the Palmyra Board of Education hereby approves and agrees to the settlement of tuition claims for the school years 1994-95 and 1998-99 in the amount of \$5,499.65 as proposed in the Archway Programs letter of 3 October 2012 to Brian J. McBride, Superintendent, Palmyra School District. Complete terms of the agreement are on file in the office of the Board Secretary.

Full K. IDEA Grant

BE IT RESOLVED that the Palmyra Board of Education does hereby accept the Individuals with Disabilities Education Improvement Act (IDEA)-2013 Basic Grant in the amount of \$261,117 and the Preschool Grant in the amount of \$7,319. Further the Palmyra Board of Education authorizes the submission of the grant applications pursuant to this action.

Motion: Mr. Keith Austin

Second: Mr. Stanley Ozalis

Ayes: (8) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie Flournoy, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis, Mr. Warnock

Nays: (0) none

Abstentions: (0)

## 15. Fire/Crisis Drills

|                        |          |                       |
|------------------------|----------|-----------------------|
| Charles Street School  | 10/15/12 | 1 minute, 50 seconds  |
| Tier II Drill          | 10/23/12 | 5 minutes, 45 seconds |
| Delaware Avenue School | 10/24/12 | 51 seconds            |
| Tier I Drill           | 10/26/12 | 2 minutes, 22 seconds |
| Palmyra High School    | 10/26/12 | 1 minute, 55 seconds  |
| Tier II Drill          | 10/31/12 | 5 minutes, 20 seconds |

Motion: Ms. Nancy Brett

Second: Ms. Valerie Flourney

Vote: Unanimous

## 16. Negotiating Committee

**17.01 Negotiating Committee**

Full BE IT RESOLVED that the following Board Members have been selected to be members of the Negotiating Committee of the Board:

Chairman: Mr. Ozalis

Members: Ms. Brett, Ms. Holloway, Ms. Valerie Flourney

Alternate: Mr. Quigg

The Board hereby authorizes this Committee to enter into negotiations with the Palmyra Education Association and the Palmyra Administrators Association concerning successor collective bargaining agreements.

The Negotiating Committee is directed to negotiate in good faith on all terms and conditions of employment relating to successor agreements. The Board of Education reserves to itself the final authority to review, ratify or reject any tentative agreement reached by the Negotiating Committee of the Board.

Motion: Mr. Keith Austin

Second: Ms. Valerie Flourney

Ayes: (8) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie Flourney, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis, Mr. Warnock

Nays: (0) none

Abstentions: (0)

## 17. Recognition of members of the public wishing to speak on additional items.

The Palmyra Board of Education welcomes comments from the public. However, insulting or disparaging remarks about any staff member or board member will not be tolerated. If such remarks are made, the board president will declare the speaker out of order and will request that the speaker cease and desist from making such comments. Refusal to do so may result in removal from the board meeting.

Ms. Beck gave the PTA report

- Thanks to Mr. McBride for offering the districts outreach phone system to notify parents regarding the change in meeting dates.
- Spirit gear fund raiser.
- Education Appreciation week activities.
- Membership currently stands at 207 members.
- November 21 – December 21 Mitten Tree Program to benefit Providence House.
- December 3 – December 7 Holiday Shop.
- 2<sup>nd</sup> Book Fair to be held in the Spring.
- The next PTA meeting will be on December 3<sup>rd</sup> in the Charles Street Computer Lab.
- Ms. Beck also noted that this was their most successful Book Fair ever.

18. WHEREAS, N.J.S.A. 10:4-6, et. Seq. (Open Public Meetings Act) provides that the *Palmyra Board of Education* may exclude the public from that portion of the meeting at which the *Board of Education* discusses certain matters as set forth in N.J.S.A. 10:4-12; and

WHEREAS, the following subjects shall be discussed on this date in a session of the *Board* closed to the public:

**Personnel, Negotiations, Legal**

NOW, THEREFORE, BE IT RESOLVED that the aforesated meeting shall be closed to the public for the reasons set forth above, in accordance with the *OPEN PUBLIC MEETINGS ACT*; and

BE IT FURTHER RESOLVED that the discussion in closed session will be disclosed to the public at such time as it is no longer necessary to maintain the confidential nature of the items discussed.

Reason: Negotiations

A motion to adjourn to executive session was made by: Ms. Scott Warnock and seconded by Ms. Valerie Flourney.

Motion: Ms. Scott Warnock  
Second: Ms. Valerie Flourney  
Vote: Unanimous

Adjourned to Executive Session 8:17 p.m.

A motion to reopen the public session was made by Ms. Valerie Flourney and seconded by Mr. Stanley Ozalis.

Motion: Ms. Nancy Brett  
Second: Ms. Valerie Flourney  
Vote: Unanimous

Returned to public session 9:05 p.m.

19. A motion to adjourn the meeting was made by Ms. Nancy Brett and seconded by Ms. Mary Holloway.

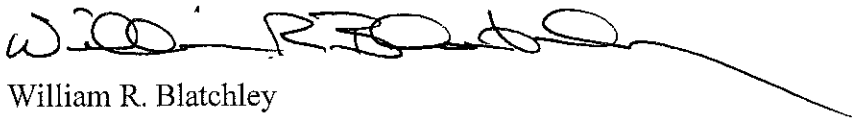
Motion: Ms. Nancy Brett

Second: Ms. Mary Holloway

Vote: Unanimous

Meeting Adjourned 9:06 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'William R. Blatchley', with a long horizontal line extending to the right.

William R. Blatchley

School Business Administrator/Board Secretary