

**PALMYRA BOARD OF EDUCATION  
MINUTES  
December 11, 2012**

1. Call to order at 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 December 7, 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. Jimmy Lindsay  
 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. Vanessa Flournoy, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis, Mr. Quigg, Mr. Warnock, Ms. Farinas  
 Absent: Ms. Pine

4. Salute to the Flag
5. Superintendent's Report

The Superintendent did not present a report at this time.

6. Committee Reports

Curriculum & Instruction: The committee did not meet during this period.

Finance & Physical Plant: Mr. Austin presented the buildings and grounds report.

Human Resources: The committee met on December 5, 2012. Ms. Brett reported on the calendar and job description changes included in the current agenda.

Policy: The committee met on December 5, 2012. Ms. Brett reported on the policy and regulation changes included in the current agenda.

7. Presentations

- Students of the Month

Gr. 6	Destin'e Brinkley
Gr. 7	Angelica Johnson
Gr. 9	Genna Tatu
Gr. 12	Christina DeJoseph

Mr. Martin honored Samantha Betts, Paige Yauger, Michael McLaughlin, and Alex Kasperowicz and Ms. Patchel for the actions they took in response to a recent accident involving one of the Borough crossing guards.

Ms. Holloway and Mr. McBride offered the following resolution to recognize Ms. Kolarovic, Ms. Vanessa Flournoy, and Mr. Dreby for their service to the district as members of the Board of Education.

***WHEREAS**, these members of the Palmyra Borough Board of Education; and*

***WHEREAS**, in recognition of their dedication to the students of the Borough of Palmyra; and,*

***WHEREAS**, they honorably served the community of Palmyra Borough with fairness and professionalism;*

***NOW THEREFORE BE IT RESOLVED**, that we, the Members of the Board, do hereby extend our sincere and grateful appreciation for their dedicated service to the Palmyra Board of Education, and our best wishes to their continued success, happiness, and good health in the years to come.*

*Adopted in Palmyra, New Jersey, this eleventh day of December 2012, by the Palmyra Board of Education.*

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 aforestated 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 and interim appointments

A motion to adjourn to executive session was made by: Ms. Vanessa Flournoy and seconded by Mr. John Quigg.

Motion: Ms. Vanessa Flournoy

Second: Mr. John Quigg

Vote: Unanimous

Adjourned to Executive Session 7:35 p.m.

A motion to reopen the public session was made by Mr. Keith Austin and seconded by Mr. John Quigg.

Motion: Mr. Keith Austin

Second: Mr. John Quigg

Vote: Unanimous

Returned to public session 7:58 p.m.

Mr. Dreby read newly added agenda items 13.01F and 13.01G for the benefit of members of the Public who may want to comment on these items during the public comment portion of the meeting.

8. Correspondence - none

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

No members of the public wished to speak at this time.

10. Routine Business

A. Entertain a motion to accept the following reports:

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

Motion: Ms. Valerie Flournoy

Second: Ms. Vanessa Flournoy

Vote: Unanimous

B. Entertain a motion to accept the following minutes:

- Regular Meeting of November 13, 2012

Motion: Ms. Vanessa Flournoy

Second: Ms. Valerie Flournoy

Vote: Unanimous

11. Old Business - none
12. Discussion Item - none
13. 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.

### 13.01 Personnel

#### Full A. Professional Development/Travel

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>
Joni Geiser	Think Different... Transforming How You Envision Goals, Objectives & Progress Reporting on Nov. 29, 2012	N/A	Glassboro, NJ	\$7.94
Jeanne Barber	Hot Topics in NJ Special Ed Compliance on Nov. 29, 2012	N/A	Glassboro, NJ	\$7.94
Samantha Crean	Burlington County Guidance Round Table on 12/12/12	N/A	Cinnaminson, NJ	\$1.55
Samantha Crean, Kathy McClure	Burlington County Crisis Response Team on 12/13/12	N/A	Mt. Holly, NJ	\$5.27
Brian McBride, David Ritchie, Rob Reimer, Jeanne Barber, Joe Martin, Stacy Saia	Techspo on Jan. 31 and Feb. 1, 2013	Cost not to exceed \$700 per person	Atlantic City, NJ	\$37.20 per person
Terry Wallace	NJ ASK English Language Arts Committee on Jan. 14 and Jan. 17, 2013	N/A	Robbinsville, NJ	\$18.60
Kim Hoffman	Character Education	N/A	New	\$16.74

	Training for Elementary School Educators on Mar. 7, 2013		Brunswick, NJ	
Stacy Saia	Preparing for PARCC: NJ's Next Generation Assessment System on Jan. 11, 2013	\$149	Monroe Twp., NJ	\$12.71

Full B. Extracurricular Activities

1. BE IT RESOLVED that the resignation of Mr. Brandon Whittington as middle school boys' basketball coach is hereby accepted effective immediately.
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>
Eric Mehler	Varsity Baseball	Volunteer
Nicholas Strom	Middle School Boys' Basketball Coach	\$1,431
3. BE IT RESOLVED that approval is requested to pay entry fees on behalf of one of our students to allow him to enter the following bowling tournaments on an individual basis:
  - BCSL Open 2/25/13 (\$25 entry fee, \$55/2 hr. site manager/chaperone)
  - NJSIAA Sectionals 2/9/13 and NJSIAA Individual Tournament of Champions 2/13/13 (\$14 entry fee, \$55/2 hr. site manager/chaperone)
 BE IT FURTHER RESOLVED that Mr. McColgan or Mr. Rosato will act as a chaperone and provide transportation to and from the events.

Full C. Professional Services

BE IT RESOLVED that approval is hereby granted to enter into a contract with DiNovi & Associates, L.L.C. for Functional Behavioral Assessments and behavioral consultation services at a cost not to exceed \$5,000.

D. Substitute Employees 2012/2013

- Full 1. 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>
Cathryn Cosgrove	Teacher Assistant for After School Program	\$7.25/hr.
Cathryn Cosgrove	Teacher for After School Program	\$15.00/hr.
Leslie Dobbs	Teacher	\$80.00/day

Motion: Ms. Valerie Flournoy

Second: Mr. John Quigg

Ayes: (10) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie R. Flournoy, Ms. Vanessa Flournoy, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis, Mr. Quigg, Mr. Warnock

Nays: (0) none

Abstentions: (1) Mr. Austin from D1.

Pal. 2. BE IT RESOLVED that Mr. Fabian Philippoussis is hereby appointed as a long term substitute teacher for Mrs. Karla O'Connell, grade 3, from January 7, 2013 through April 19, 2013 at a salary of \$49,543 (BA, Step 1) pro-rated.

Pal. E. Student Practicum

BE IT RESOLVED that approval is hereby granted for Ms. Leia Wisniewski, a student at William Patterson University, to do her practicum on Tuesdays and Wednesdays from February to May 2013 in kindergarten at Charles Street School under the direction of Ms. Elizabeth Marron.

Motion: Ms. Nancy Brett

Second: Ms. Mary Holloway

Ayes: (9) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie R. Flourney, Ms. Vanessa Flourney, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis, Mr. Quigg

Nays: (0) none

Abstentions: (0)

Pal. F. Interim Child Study Team Director

BE IT RESOLVED that Ms. Jeanne Barber be appointed Interim Child Study Team Director effective January 1, 2013 to include other duties assigned by the Superintendent.

Motion: Ms. Valerie Flourney

Second: Mr. John Quigg

Ayes: (10) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie R. Flourney, Ms. Vanessa Flourney, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis, Mr. Quigg, Mr. Warnock

Nays: (0) none

Abstentions: (0)

Full G. Charles Street School Interim Principal

BE IT RESOLVED that Mr. Mark Pease be appointed Charles Street School Interim Principal of effective January 1, 2013.

Motion: Ms. Vanessa Flourney

Second: Mr. John Quigg

Ayes: (10) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie R. Flourney, Ms. Vanessa Flourney, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis, Mr. Quigg

Nays: (0) none

Abstentions: (0)

### 13.02 Student Personnel Services

A. 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>
March 14, 2013	Memorial School in Cinnaminson, NJ for Brain Drain	Gr. 4 G&T/Mr. Graff

Motion: Mr. John Quigg

Second: Ms. Vanessa Flourney

Ayes: (9) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie R. Flournoy, Ms. Vanessa Flournoy, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis, Mr. Quigg  
 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>
Dec. 17, 2012	Charles Street School for a band performance	Gr. 7-12/Mr. Moore
Dec. 19, 2012	Riverton & Beverly Schools for a band performance	Gr. 7-12/Mr. Moore
Jan. 7, 2013	Moorestown High School for County Band Rehearsal	Gr. 9-12/Mr. Moore

Full B. Student Placement

BE IT RESOLVED that approval is hereby granted to accept a 10<sup>th</sup> grade student (#8472686867) to Palmyra High School for the remainder of the 2012/2013 school year at the advertised 2012/2013 tuition rate pro-rated, effective 12/6/2012.

Full C. Fund Raisers

BE IT RESOLVED that the following fund raisers are hereby approved:

- Freshman Class to hold a "Ham for the Holidays" drive whereby a quarter from each student will provide a ham dinner for over 300 people at the St. Francis Inn Soup Kitchen.

### 13.03 \*Policies and Regulations

Full A. BE IT RESOLVED that the following policies are hereby approved as revised:

<u>Policy No.</u>	<u>Title</u>
0153	Annual Appointments
0167	Public Participation in Board Meetings
2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries
2622	Pupil Assessment
6470	Payment of Claims

Full B. BE IT RESOLVED that the following new policies are hereby given a first reading:

<u>Policy No.</u>	<u>Title</u>
3282	Use of Social Networking Sites (Teaching Staff)
4282	Use of Social Networking Sites (Support Staff)
6164	Advertising on School Buses

Full C. BE IT RESOLVED that the following regulations have been reviewed:

<u>Reg. No.</u>	<u>Title</u>
2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries
6470	Payment of Claims

### 13.04 Job Descriptions

Full BE IT RESOLVED that the following changes to the Job Description Manual are hereby approved:

<i>Title</i>	<i>Code</i>	<i>Proposed changes</i>
Maintenance Supervisor	B-5	Remove B & G Supervisor from Index
School Anti-Bullying Specialist	B-15	Delete Item A under Statutory Duties
Guidance Secretary	C-5.1	Delete Item 4 under Performance Responsibilities
School Library Media Specialist	D-3	<u>Media Center Basic Operations</u> -Change Item 4: Evaluates and makes recommendations to requisition new media center. -Change Item 5: Assists in the preparation of the media center budget. <u>Work with teachers</u> -Change Item 4: Conducts in-service education for teachers in the effective evaluation, selection and use of media.
Special Education Teacher	D-6	<u>Reports to:</u> Principal, Child Study Team Director
School Nurse	E-2	<u>Qualifications:</u> Add: Valid and current New Jersey School Nurse Certification <u>Reports to:</u> Building Principal
School Social Worker	E-3	<u>Reports to:</u> Child Study Team Director
Speech Language Specialist	E-4	<u>Reports to:</u> Building Principal <u>Job Goal:</u> To diagnose and reduce or remediate speech and/or language disorders that interfere with a student's ability to succeed in the district's general/special education program in accordance with the New Jersey Administrative Code, Title 6A, Chapter 14, Special Education (NJAC: 6A:14).
Student Assistance Coordinator (SAC)	E-5	<u>Direct Assistance to Students:</u> Delete item 5 <u>Administrative Duties:</u> Delete item 6 <u>Interaction with Other Staff and Community Groups:</u> Delete items 5 and 7
Guidance Counselor	E-6	<u>Reports to:</u> Building Principal
LDT-C	E-7	<u>Reports to:</u> Child Study Team Director
School Psychologist	E-8	<u>Reports to:</u> Child Study Team Director
Athletic Trainer	F-4	<u>Qualifications:</u> Add: Valid and current New Jersey Athletic Trainer Endorsement
All PEA & PAA Job Descriptions		<u>Terms of Employment:</u> Salary and work year to be determined by the Board of Education in accordance with the negotiated agreement.

### 13.05 2012/2013 Calendar Change

Full BE IT RESOLVED that the following calendar changes are approved:

- 11/ 8 and 11/ 9 – regular school days (makeup from 10/29 and 10/30 emergency closure for Hurricane Sandy)
- 1/18 – school closed for students; teacher in-service day for RTTT (Danielson)
- Students: 180 days (down from 181)



- Staff: 184 days (change from 3 in-service days to 4)

Motion: Ms. Vanessa Flourney

Second: Ms. Nancy Brett

Ayes: (10) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie R. Flourney, Ms. Vanessa Flourney, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis, Mr. Quigg, Ms. Warnock

Nays: (0) none

Abstentions: (0)

### **13.06 Finance**

#### Full A. Certification

Pursuant to NJAC 6:20-2.13(e), we certify that as of November 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. Vanessa Flourney

Second: Mr. John Quigg

Ayes: (10) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie R. Flourney, Ms. Vanessa Flourney, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis, Mr. Quigg, Ms. 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 November, 2012	\$1,352,876.05
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#### Full \*C. Secretary's Report

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

#### Full \*D. Treasurer's Report

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

#### Full \*E. Transfers

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

#### Full F. IDEA Grant

BE IT RESOLVED that approval is hereby granted to submit the IDEA Part B Application 2013 to the New Jersey Department of Education.

#### Full G. Tennis Booster Account

BE IT RESOLVED that approval is hereby granted to create a Tennis Booster Club Account under the student activities fund.

Motion: Ms. Vanessa Flourney

Second: Ms. Nancy Brett

Ayes: (10) Mr. Austin, Ms. Brett, Mr. Dreby, Ms. Valerie R. Flourney, Ms. Vanessa Flourney, Ms. Holloway, Mr. Jimmy Lindsay, Mr. Ozalis, Mr. Quigg, Ms. Warnock

Nays: (0) none

Abstentions: (0)

14. Fire/Crisis Drills

Charles Street School	11/26/12	1 minute, 20 seconds
Tier I Drill	11/30/12	7 minutes, 18 seconds
Delaware Avenue School	11/28/12	1 minute, 3 seconds
Tier II Drill	11/29/12	2 minutes, 21 seconds
Palmyra High School	11/15/12	1 minute, 47 seconds
Tier III Drill	11/29/12	4 minutes

Motion: Mr. John Quigg

Second: Mr. Stanley Ozalis

Vote: Unanimous

15. 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 noted the following:

- Cultural arts assemblies.
- 14 teachers were gifted books for their classrooms as a result of a successful "Sunny D" label collection effort.
- December 19 is the next Spirit Night at Jersey Mikes.
- The next PTA meeting will be January 7, 2013 at Charles Street School.

Board Comments:

Ms. Vanessa Flourney thanked everyone for their help and cooperation during her tenure as a member of the Board of Education. During her time she learned there are no bad guys when it comes to educating children only different perspectives on how best to accomplish it.

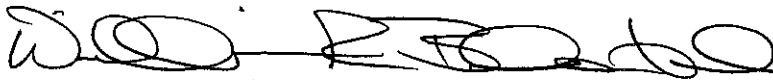
Mr. Dreby noted that he has enjoyed his time on the board. He emphasized the fact that it was all about the kids in 1988 when he began as a board member and that it still is in 2012. He recognized the PTA for the fabulous job they do and wished the new board members well.

16. Meeting adjourned.

Motion: Ms. Valerie Flourney  
Second: Mr. Jimmy Lindsay  
Vote: Unanimous

Meeting Adjourned 8:33 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'William R. Blatchley', written over a horizontal line.

William R. Blatchley  
School Business Administrator/Board Secretary