

Minutes

February 11, 2015
(Revised 3-12-15)

1 Call to Order

The meeting was called to order at 7:00 p.m. Ms. Brett read the Opening Public Meetings statement.

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 February 6, 2015.

2 Moment of Silent Meditation

3 Salute to the Flag

4 Roll Call

Mr. Keith Austin, Vice President
Ms. Nancy Brett, President
Ms. Sandra Cintron
Ms. Lori Gilmore
Mr. John Gural
Mr. John Kay
Mr. Howard Norcross
Mr. John Quigg
Mr. Mark Russell
Mr. Warnock, Riverton Representative
Ms. Knudson, Beverly Representative
Mr. Gravano, Student Representative

Present: Mr. Austin, Ms. Brett, Ms. Cintron, Ms. Gilmore, Mr. Kay, Mr. Norcross, Mr. Russell, Ms. Knudson, Mr. Warnock, Mr. Gravano

Absent: Mr. Gural, Mr. Quigg,

5 Presentations

5.01 Students

Mr. Austin, Mr. McBride and Mr. Pease presented the award for student of the month at Charles Street High School to:
Gia Lamaina – 6th Grade

Mr. Austin, Mr. McBride and Mr. Martin presented the award for student of the month at Palmyra High School to:
Jayme Livingstone - 7th/8th Grade
Ethan Martin - 9th/10 Grade

Olivia Snow - 11th/12th Grade

- 5.02 Teachers/Educational Service Professionals of the Year
 Mr. Austin, Mr. McBride and Mr. Pease presented the award for Teacher and Educational Service Professionals of the Year at Charles Street High School to:
 Ms. Kim Hoffman - Guidance Counselor
 Ms. Katie Merrill - 2nd Grade Teacher

Mr. Austin, Mr. McBride and Mr. Martin presented the award for Teacher and Educational Service Professionals of the Year at Palmyra High School to:
 Ms. Christina Birch - Student Assistance Counselor
 Ms. Alex Torrance - Mathematics Teacher

7:20 p.m. Ms. Brett recessed the meeting for refreshments and pictures.
 7:35 p.m. Ms. Brett ended the recess to continue the meeting.

6 Reports

6.01 Superintendent

- Student Highlights
 - Mattie Wentz received the 11th highest trumpet score in the All-South Jersey Junior High Regional Band competition
- HIB & Violence Vandalism Report for 2014-2015 Period I was presented.
- Safety and Security Committee Updates were presented
 - Traffic and access on 4th Street
 - Update from Mr. Dreby (attached)
- QSAC Follow-up from ECS visit on January 23, 2015
- PARCC
 - District Obligation
 - Staff letter
 - Sample parent response letter
 - District preparedness
 - Testing schedule
- Palmyra Players
 - March 27, 2015 at PHS. Show begins at 7:00 p.m.
- DAS Renovation Project
 - Development of Flex-Tree lab
 - Student access lab & conference center
 - Relocation of Superintendent's office within DAS and Assistant Superintendent to PHS
- Strategic Plan pre-planning meeting schedule for 2/17/2015 at 6:30 p.m. (DAS)
- Palmyra Education Association Teacher for a Day program 4/16/2015 at PHS only
 - Pre-meeting on 3/11/2015. Contact Ms. Salvo or Ms. Willard
- World Cultures Day 4/2/2015 in PHS auditorium 8:30 a.m. -12:00 p.m.
- Municipal Alliance

6.02 Board Committees

- 8.02a Policy & Curriculum
 Ms. Cintron reported that the committee met on 1/25/2015 to discuss the policies and regulations included in this agenda.
- 8.02b Finance & Physical Plant

Mr. Kay reported that the committee met on 1/25/2015. He read the December 2014 and January 2015 Buildings and Grounds reports and then deferred additional reporting to Mr. Austin. Mr. Austin reported on items discussed specifically highlighting a change to the Minimum Wage, discussions regarding a LunchTime On-Line Portal option, the districts intention to contract for a Demographic Study, Facility Improvement & Minor Construction work contemplated, the status of the new 2015-2016 budget process and the need to make one final effort to maximize the use of banked cap as this will be the last budget year that banked cap will be available to the district.

8.02c Human Resources & Negotiation

Ms. Brett reported that the committee met on 1/25/2015 to discuss administrative contracts and authorize the submission of those contracts for Executive County Superintendent review.

6.03 Sending District Reports

8.03a Beverly - no report

8.03b Riverton

Mr. Warnock reported that the Riverton Board of Education had also received the district Violence and Vandalism report during its last meeting and had discussed issues relating to the upcoming PARCC testing and the question of "opt out". He also reported that the Board had accepted the notice of retirement from the districts long time music teacher. He noted that she will be missed at Riverton School.

6.04 Student Representative

Mr. Gravano reported on anti-bullying and guest author assemblies, food pantry collection and the book fair at Charles Street School. He also reported on food pantry collection activities at Palmyra High School, the upcoming basketball senior games and the after-school SAT preparation classes that were recently begun at the high school.

6.05 PTA

Ms. Hartman reported that the PTA put out a newsletter to the parents and plan to continue to put out a bi-monthly newsletter. The PTA extended their Artists of the Month program to the 7th & 8th grade students. Ms. Hartman read the winning Writer of the Month selection. Spring pictures will take place on March 5th. The annual sock hop will be on March 6th from 6:30 to 8:30 p.m. There will be a spring flower sale from March 11-25th 2015. She then congratulated the Teacher and Educational Service Professionals of the Year on behalf of the PTA.

7 Correspondence

- Letter from Riverton Board of Education reappointing Mr. Scott Warnock as the Riverton Representative to the Palmyra Board of Education
- Letter from Beverly City Board of Education reappointing Mrs. Mary Ellen Knudson as the Beverly Representative to the Palmyra Board of Education
- Thank you card from the Brett Family for flowers sent to honor the passing of Ms. Brett's father.

8 Public Forum for Agenda Items

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 initial requests and comments pertaining to the operation of the School District to the Superintendent.

Ms. Turley spoke in favor of a change to Policy and Regulation 5511 (15.01f)

A high school student spoke in favor of a change to Policy and Regulation 5511 (15.01f)

Ms. Jablonski spoke in favor of a change to Policy and Regulation 5511 (15.01f)

Ms. Beck asked if the changes to Policy and Regulation 5511 (15.01f) would be equally applied to both schools. Ms. Brett responded in the affirmative.

Ms. Janowicz spoke in favor of a change to Policy and Regulation 5511 (15.01f)

Ms. Brett spoke in in favor of a change to Policy and Regulation 5511 (15.01f)

Mr. Austin spoke in in favor of relaxing Policy and Regulation 5511 but with caution as to what is displayed on the clothing.

Ms. Knudson noted that any changes needed to be enforceable.

Mr. Warnock noted support for a relaxed and enforceable change.

Mr. Russell noted that some of what is currently being proposed may be unenforceable.

Ms. Gilmore noted some specific, potentially unenforceable elements being proposed.

Mr. Kay noted a revised policy should be kept simple.

Mr. Norcross noted he was in in favor of a change but re-emphasized his opposition to "hoodies".

Ms. Cintron, as committee chair, assured everyone that the committee would find an appropriate balance among the concerns and thanked everyone for their input.

9 Routine Business

9.01 BE IT RESOLVED that the following reports are hereby accepted and approved:

9.01a +Enrollment Report – January, 2015

9.01b +Fire/Emergency Drills – January, 2015

9.01c +Health Report – January, 2015

9.01d +HIB Report – January, 2015

9.01e +Violence, Vandalism & Substance Abuse Report – January, 2015

9.01f Substitutes (pending approval by the Burlington County Office of Education):
Aprilanne McKenna, Teacher, \$70.00/day

9.01g Volunteers (pending criminal history review):

- Baseball: Kyle Burke, Ed Sanderson, Paul Papenberg, Dennis Creter, Cody Leap
- Softball: Moral Best, Amanda Pelkey, Gloria Lloren, Kim Wolfe
- Track & Field: Natasha Esquerra
- Boys Tennis: Dan Kelly

Voice Vote by Full Board

Motion: Mr. Russell

Second: Mr. Norcross

Vote: Unanimous

9.02 BE IT RESOLVED that the following reports are hereby accepted and approved:

- 9.02a +Check Register for December 2014 representing hand and machine checks totaling \$1,800,861.90
- 9.02b +Check Register for January 2015 representing hand and machine checks totaling \$1,653,127.54
- 9.02c +Board Secretary's Report for November 2014 and the Treasurer's Report for November 2014 which have been found to be in agreement
- 9.02d +Board Secretary's Report for December 2014 and the Treasurer's Report for December 2014 which have been found to be in agreement
- 9.02e +Cafeteria Report for December 2014
- 9.02f +Cafeteria Report for January 2015
- 9.02g +Transfer Report for December 2014
- 9.02h +Transfer Report for January 2015
- 9.02i +Minutes of the Regular Meeting December 10, 2014
- 9.02j +Minutes of the Regular Meeting January 7, 2015
- 9.02k Travel and Professional Development

<u>Staff Member</u>	<u>Name/Date of Workshop</u>	<u>Workshop Cost</u>	<u>Workshop Location</u>
Christina Birch	ASAP Conference on 2/26-2/27/2015	\$397.92	Atlantic City, NJ
Kristin Tyler	31 st Annual Winners Workshop: A Closer Look at the Year's 100 Best Books for Children, grades PreK-6 on 4/23/2015	\$199.99	Voorhees, NJ

Roll Call Vote Full Board

Motion: Mr. Norcross Second: Austin

Ayes: (9) Ms. Cintron, Ms. Gilmore, Mr. Kay, Mr. Norcross (9.02a-h, 9.02j-k), Mr. Russell, Ms. Knudson (9.02a-I, 9.02k), Mr. Warnock, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (2) Mr. Norcross (9.02i) Ms. Knudson (9.02j)

10 Old Business - none at this time

11 Open Board Discussion

Mr. Russell noted that the Finance Committee was considering the purchase of a passenger van to serve various needs of the district. A short discussion ensued among the members. Mr. Russell also noted discussions regarding an on-line POS system for purchasing school lunch. A short discussion took place and Mr. Russell noted that further discussions would be taking place at the committee level.

12 Closed Session – no Executive Session scheduled

13 Personnel

13.01 BE IT RESOLVED that the following personnel actions are hereby approved as recommended by the Superintendent:

- 13.01a Approval for the following staff members to serve as chaperones for the Senior Trip:
Laura Masich, Eric Mehler, Jennifer VanZandt, Ken Holloway
- 13.01b Clinical Practice/Student Teachers
- Approval for Jacqueline Prior, a student from Rowan University, to do her clinical practice under the guidance of Tracy Wolf from January 20 through May 11, 2015.
 - Approval for Adam George Fincke, a student at Rowan University, to do his student teaching/practicum under the guidance of Gail White from May 12, 2015 through the end of the school year.
 - Approval is requested for the following students from Rowan University, to do their practicum with Mathematics teachers from February through May, 2015:
 - Jessica Lynn Beal
 - Heather Violet Cicero
 - Mitchell James Ciecierski
 - Nicholas John Daniello
 - Sarah A. Dawoud
 - Valerie Lynn Gambino
 - Alyssa Brooke Gautieri
 - Amy H. Kohlsaar
 - Shannon Ashley Miskey
 - Miranda Renee Pellicciotti
 - Antonio Pugliese
 - Ryan Steven Rainey
 - Meghan Nancy Ryan
 - Jessica Michelle Simber
 - Stephanie Van Twuyver
 - Ryan Michelle West
 - Approval is requested for Joseph Rosato to complete his ESL practicum requirements at Charles Street School from January 20, 2015 through May 11, 2015.
- 13.01c Approve a salary adjustment due to completed graduate coursework, as per the Collective Bargaining Agreement, for Gina Lewis: from \$60,924 (MA, Step 9) to \$62,124 (MA+15, Step 9), effective 2/1/2015.

Roll Call Vote Full Board

Motion: Ms. Gilmore Second: Mr. Austin

Ayes: (9) Ms. Cintron, Ms. Gilmore, Mr. Kay, Mr. Norcross, Mr. Russell, Ms. Knudson, Mr. Warnock, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

13.02 BE IT RESOLVED that the following personnel actions affecting Charles Street School are hereby approved as recommended by the Superintendent:

- 13.02a Approval for Jessica Marie Smith, a student from Rowan University, to do her clinical practice under the guidance of Elizabeth Marron from January 20 through May 11, 2015.

Roll Call Vote Palmyra Board

Motion: Ms. Gilmore Second: Mr. Kay

Ayes: (7) Ms. Cintron, Ms. Gilmore, Mr. Kay, Mr. Norcross, Mr. Russell, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

14 Business, Finance and Operations

14.01 Certification

Pursuant to NJAC 6:20-2.13(e), we certify that as of December 31, 2014, 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.

Roll Call Vote Full Board

Motion: Ms. Gilmore Second: Mr. Norcross

Ayes: (9) Ms. Cintron, Ms. Gilmore, Mr. Kay, Mr. Norcross, Mr. Russell, Ms. Knudson, Mr. Warnock, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

- 14.02 BE IT RESOLVED that the following business, financial and operational actions are hereby approved as recommended by the Superintendent:

14.02a All unit pricing specified to be paid as an "hourly wage" be adjusted in accordance with N.J.A.C. 12:56-3.1 to reflect the current state minimum hourly wage of not less than \$8.38 effective retroactively to January 1, 2015.

Motion: Mr. Norcross Second: Mr. Austin

Ayes: (9) Ms. Cintron, Ms. Gilmore, Mr. Kay, Mr. Norcross, Mr. Russell, Ms. Knudson, Mr. Warnock, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

15 Policy and Curriculum

15.01 BE IT RESOLVED that Policy and Curriculum actions are hereby approved as recommended by the Superintendent and that Policy 5511 and Regulation 5511 contained in 15.01f are hereby tabled until the next regularly scheduled Board of Education meeting.

15.01a +Job Description -- SAT Preparation Course Advisor

15.01b Field Trips

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject</u>
Feb. 18, 2015	BCC-Pemberton Campus	Gr. 9-12/Mr. Dyl
April 2, 2015	BCC-Mt. Laurel Campus	Gr. 12/Mrs. Crean
June 2, 2015	2015 NJFEA Conference	Gr. 11-12/Mrs. Patchel
March 14, 2015	NSAFN Track Meet	NY City/Mr. Potor

The Board would like to recognize the PTA for its financial support, which helps to make many of these trips possible

15.01c Student Activities/Fund Raisers

- Dress Down Day on 2/27/2015 to raise funds for Palmyra Players Music & Theater Club
- Interact food drive/dress down day on 2/20/2015
- Sale of Chick-Fil-A sandwiches (Student Council-Kathleen McClure, Christina Birch) after school on Wednesdays from 2/25/2015 through 6/10/2015 to raise funds for leadership training camp.
- Dress Down Day (Post Prom Committee-Jill Croft) on 3/27/2015 to raise funds for the Post Prom Party
- Sale of Gummy Bears (German Club-Katie DeMarco) from 3/2/2015 to 3/31/2015 in Room 11 at PHS to raise funds for club shirts as well as the end of year German meal.

15.01d Homebound Instruction

Approval for Mrs. Jamie Patchel to provide homebound instruction for student #8227547834 at a rate of \$30.00/hr.

15.01e +The Spring Sports Schedule is recommended for approval. Please note that games may be changed/added due to factors beyond our control such as weather, playoffs.

15.01f +Policies

Discard the following Policies:

- P 4152 Freezing or Reducing Wages
- P 4434 Holidays

Approve revised policies/regulations:

- P 2622 Pupil Assessments
- P 4420 Compensation and Benefits
- P 5511 Dress and Grooming
- R 5511 Student Uniform Dress Code
- P 8210 School Year
- First reading of new policy 4412-B Compensation of Temporary Hourly and Per Diem Service Providers

15.01g +School Calendar

- Approve the revised 2014/2015 school calendar to reflect 5/22/2015 as a make-up day for the school closing on 1/27/2015 for snow.
- Approve the 2015/2016 school calendar.

Roll Call Vote Full BoardMotion: Mr. AustinSecond: Mr. Russell

Ayes: (9) Ms. Cintron, Ms. Gilmore, Mr. Kay, Mr. Norcross, Mr. Russell, Ms. Knudson, Mr. Warnock, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

15.02 BE IT RESOLVED that the following Policy and Curriculum actions affecting Charles Street School are hereby approved as recommended by the Superintendent:

15.02a Field Trips

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject</u>
March 30, 2015	New Jersey Statehouse	Gr. 4/Mrs. Falcone
May 13, 2015	Garden State Discovery Museum in Cherry Hill, NJ	Gr. 1/Ms. Hoffecker, Mrs. Brooks, Mrs. Stagliano, Ms. Quinn, Ms. Stevenson

The Board would like to recognize the PTA for its financial support, which helps to make many of these trips possible.

15.02b Student Activities/Fund Raisers

PTA

- Spring Flower Sale (Kim Gillespie): March 11 – March 25, 2015
- Ice Cream Social (Tim Gillespie): May 29, 2015

15.02c Instruction

- Approval for student #335183124 to receive instruction from Education Inc. at a rate of \$35.00/hr. from 1/31/2015 through 2/12/2015.

Roll Call Vote Palmyra BoardMotion: Ms. GilmoreSecond: Mr. Austin

Ayes: (7) Ms. Cintron, Ms. Gilmore, Mr. Kay, Mr. Norcross, Mr. Russell, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

16 Public Forum for Additional Topics

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 initial requests and comments pertaining to the operation of the School District to the Superintendent.

16.01 Recognition of members of the Public
No member of the public wished to be recognized at this time.

16.02 Recognition of members of the Board
No member of the Board wished to be recognized at this time.

17 Adjournment

Voice Vote by Full Board

Motion: Mr. Austin

Second: Ms. Knudson

Vote: Unanimous

Time: 9:24 p.m.

Respectfully Submitted,

William R. Blatchley
School Business Administrator/Board Secretary