

MINUTES

March 11, 2015

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 March 6, 2015.

2 Moment of Silent Meditation3 Salute to the Flag4 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. Gural, Mr. Kay, Mr. Norcross, Mr. Quigg, Mr. Russell, Mr. Warnock, Mr. Gravano

Absent: Ms. Knudson,

5 Presentations

5.01 Student of the Month
 Mr. Kay, Mr. McBride and Mr. Pease presented the award for student of the month at Charles Street School to:
 Coady McCann – 6th Grade

Mr. Kay, Mr. McBride and Mr. Martin presented the award for student of the month at Palmyra High School to:
 Daniel Bantivoglio- 7th/8th Grade
 Justin Soto - 9th/10 Grade
 Emily Calhoun - 11th/12th Grade

6 Closed Session

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 Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the public; and

WHEREAS, the regular meeting of the Board of Education will reconvene following the end of the closed session, approximately 7:40 p.m. this evening

NOW, THEREFORE, BE IT RESOLVED that the Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

- _____ Any matter which, by express provisions of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public.
- _____ Any matter in which the release of information would impair a right to receive funds from the federal government.
- _____ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy.
- _____ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collection bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public.
- _____ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.
- _____ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection.
- _____ Any investigations of violations or possible violations of the law.
- _____ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.
- X Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed in public.
 - To discuss employment contracts for the Superintendent and School Business Administrator
- _____ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.

Voice Vote by Full Board

Motion: Ms. Gilmore
 Second: Mr. Norcross
 Vote: Unanimous
 Time: 7:10 p.m.

7 Return from Closed Session

Voice Vote by Full Board

Motion: Mr. Austin
 Second: Mr. Quigg
 Vote: Unanimous
 Time: 7:29 p.m.

8 Reports

8.01 Superintendent

1. In support of the Borough of Palmyra Police Department initiative to promote driver awareness for child safety, ten (10) signs were provided by Mrs. Arnold, Borough Liaison to the BOE, for placement near/around school facilities.
 - a. Palmyra families interested in purchasing a sign should contact the PPD.
 - b. Signs cost \$8 each
2. The PHS Senior Trip departs for Florida on Tuesday, March 17th and returns on Saturday, March 21st.
3. PARCC
 - a. Palmyra High School
 - i. Testing complete / make-up continues
 - ii. Approximately 28 students (total) refused to take the PARCC assessment
 - iii. Minor tech issues, but no significant issues
 - b. CSS
 - i. Testing began today, 3/11/2015
 - ii. Approximately 3 students refused to take the PARCC assessment
 - iii. Minor tech issues, but no significant issues
4. Palmyra Players
 - a. March 27, 2015 at PHS
 - b. Show begins at 7:00 p.m.
5. PHS Boys Track attendance at 2014 National Scholastic Athletics Foundation Nationals
 - a. Travel on Saturday, March 14th
 - b. District transportation provided for travel to The Armory in NYC (costs covered by donations)
6. Strategic Plan
 - a. First meeting scheduled for 3/26/2015 beginning at 7:00 p.m. at PHS
 - b. Second meeting scheduled for 4/28/2015 beginning at 7:00 p.m. at PHS
 - c. Third meeting scheduled for 5/28/2015 beginning at 7:00 p.m. at PHS
7. Palmyra Education Association
 - a. Teacher for a Day scheduled for 4/16/2015 at PHS
8. Municipal Alliance
 - a. Borough of Palmyra Council approved participation and matching funds
 - b. Programming proposal submitted to GCADA on 3/10/2015
9. Winter Weather & School Operations
 - a. Thank you to Ron Holt and his entire team for a job well done all season!
 - b. School closure on 3/5/2015 (State of Emergency declared)
 - c. Delayed openings: data on attendance provided to BOE
10. Kindergarten Registration
 - a. Scheduled at CSS on Tuesday, April 28th
 - b. Contact Mrs. Herrmann at 856-829-3601, ext. 2002

- 8.02 Board Committees
- 8.02a Policy & Curriculum
Ms. Cintron reported that the committee met on 2/25/2015 to discuss the policies and regulations included in this agenda.
- 8.02b Finance & Physical Plant
Mr. Kay reported that the committee met on 2/25/2015. He read the February Buildings and Grounds report and highlighted discussion which took place regarding the upcoming 2015-2016 budget, proposed improvements to the physical plant which are being studied, a new on-line payment program being considered relating to school lunches and a demographic study which is being undertaken in support of strategic planning.
- 8.02c Human Resources & Negotiation
Ms. Brett reported that the committee met on 2/25/2015 to discuss certain administrative contracts
- 8.03 Sending District Reports
- 8.03a Beverly - no report at this time
- 8.03b Riverton - Mr. Warnock reported that the Riverton Board of Education met on 2/24/2015. He noted that Ms. Eck was currently on medical leave and that an interim superintendent has been installed during her absence. He noted that the Board received ethics training provided by NJSBA during the meeting, that the Board discussed PARCC testing and that the Riverton PTO had made a donation to the Board for the purposes of adding flowers around the school building.
- 8.04 Student Representative
Mr. Gravano reported on various student activities and fund raisers which had taken place at both Charles Street and Palmyra High School. He also provided the Board with a program from the World Languages National Honor Society(s) Induction ceremony held on 2/10/2015.
- 8.05 PTA
Ms. Hartman reported that the PTA held its 2nd general meeting of the year on March 2nd. She thanked Mr. McBride and Mr. Blatchley for attending and presenting a preview of the 2015-16 budget. She then made note of the following activities:
- March 2nd Read Across America activities. The PTA sponsored guest author Valerie Still, a Palmyra graduate.
 - March 6th Sock Hop The cost of admission was one pair of new socks which will be donated to the Providence House.
 - March 10th spring pictures.
 - March 11 - 25 Spring Flower Sale, pickup date for flowers will be April 2nd.
- Ms. Hartman then noted that the PTA is undertaking a new project this year. With the help of 6th grade teacher Mrs. Ehret, the PTA will be publishing a yearbook for the children of Charles Street School.

9 Correspondence

Ms. Brett read a letter of thanks from the Bread of Life Food Pantry for donations made by Palmyra High School through the efforts of the Interact Club and the Junior Student Council.

10 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.

A High School student spoke on the subject of Policy and Regulation 5511 (12.01a-b)

11 Routine Business

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

- 11.01a +Enrollment Report – February 2015
- 11.01b +Fire/Emergency Drills – February 2015
- 11.01c +Health Report – February 2015
- 11.01d +HIB Report – February 2015
- 11.01e +Violence, Vandalism & Substance Abuse Report – February 2015
- 11.01f Substitutes (pending approval by the Burlington County Office of Education):
 - Mark Hollern, teacher, \$82.50/day
 - Krista Venafro, teacher, \$82.50/day
- 11.01g Volunteers (pending criminal history review):
 - Gina Horiates - CSS
 - Elmer Adams - spring boys/girls track

Voice Vote by Full Board

Motion: Mr. Russell

Second: Mr. Quigg

Vote: Unanimous

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

- 11.02a +Check Register for February 2015 representing hand and machine checks totaling \$2,218,076.05.
- 11.02b +Board Secretary's Report for January 2015 and the Treasurer's Report for January 2015 which have been found to be in agreement
- 11.02c +Cafeteria Report for February 2015
- 11.02d +Transfer Report for February 2015
- 11.02e +Minutes of the Regular Meeting February 11, 2015
- 11.02f Student Placements
 - Student ID #8227547834 to attend Brookfield Elementary School for the remainder of the 2014/2015 school year at a tuition rate of \$49,680 pro-rated effective 2/17/2015.
 - Student ID #2261196539 to attend Garfield Park Academy for the remainder of the 2014/2015 school year at a tuition rate of \$49,500 pro-rated effective 2/9/2015.
 - Student ID #5603712692 to attend Garfield Park Academy for the remainder of the 2014/2015 school year at a tuition rate of \$49,500 pro-rated effective 2/9/2015.

11.02g Travel and Professional Development

<u>Staff Member</u>	<u>Name/Date of Workshop</u>	<u>Workshop Cost</u>	<u>Workshop Location</u>
Jamie Patchel	Increase Student Learning With Mobile Devices & the Best New Apps/3-20-15	\$235	Voorhees, NJ
Jacqueline Stevenson	Non-Medication Treatments ADD-ADHD and the "Immature" Brain/4-29-15	\$189.99	Cherry Hill, NJ
Jessica Mullan	Guided Reading: Differentiating Using Small Group Instruction (K-2)	\$229	Voorhees, NJ

Barbara Vieira	Non-Medication Treatments ADD-ADHD and the “Immature” Brain/4-29-15	\$189.99	Cherry Hill, NJ
Christina Stagliano	Guided Reading: Differentiating Using Small Group Instruction (K-2)	\$229	Voorhees, NJ
Renee Hoffecker	Guided Reading: Differentiating Using Small Group Instruction (K-2)	\$229	Voorhees, NJ

Roll Call Vote Full Board

Motion: Mr. Quigg Second: Mr. Norcross

Ayes: (10) Mr. Austin, Ms. Cintron, Ms. Gilmore, Mr. Gural, Mr. Kay, Mr. Norcross, Mr. Quigg, Mr. Russell, Mr. Warnock, Ms. Brett

Nays: (0) none

Abstentions: (0) none

12 Old Business

12.01 BE IT RESOLVED that the following Policy and Curriculum actions are hereby approved as recommended by the Superintendent:

12.01a Revised Policy 5511 Dress and Grooming

12.01b Revised Regulation 5511 Dress and Grooming

Motion: Mr. Austin Second: Mr. Norcross

Mr. Gural requested clarification regarding the multiple revisions of Regulation 5511 which had been presented. Mr. McBride explained that, following the 2/25/2015 Policy and Curriculum meeting, the recommendations to the Board made by the Committee had been reviewed by district administrators charged with enforcement. As a result of the administrative review, Mr. McBride prepared “Revision 4” to the regulation. Mr. McBride went on to say that his recommendation to the Board was to adopt Revision 4 but that, in consultation with the committee chair person, both revisions were being provided for full Board deliberation.

Ms. Cintron, Policy and Curriculum chair person, explained that as a result of enforcement concerns expressed by the administrative staff, she felt that additional deliberation by the full Board was appropriate.

Ms. Brett commented as to the process and provided further clarification. Mr. Warnock explained that he thought the regulation was still too complicated and recommended putting the dress code in the hands of the administration. Mr. Austin expressed his concern regarding the limitations imposed by the regulation and the opportunities they represent for students to exceed those limits. He advised close scrutiny.

Mr. Kay proposed an amendment to the motion inserting Regulation 5511, Rev. 4 to replace Rev. 3. Mr. Austin and Mr. Norcross accepted the amendment to the motion.

There was some additional discussion with Mr. Norcross and Mr. Russell expressing concerns over the addition of hooded shirts to the list of acceptable attire under Revision 4.

Ayes: (8) Mr. Austin, Ms. Cintron, Ms. Gilmore, Mr. Gural, Mr. Norcross, Mr. Russell, Mr. Warnock, Ms. Brett

Nays: (1) Mr. Quigg

Abstentions: (1) Mr. Kay

13 Open Board Discussion

None at this time.

14 Personnel

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

14.01a The Superintendent's Contract for the period of July 1, 2015 through June 30, 2020 is hereby approved in accordance with N.J.A.C. 6A:23A-3.1.

14.01b Approve the Superintendent's request to enroll in the Executive Educational Doctorate Program at Seton Hall University beginning April 2015 as per the terms and conditions set forth in the effective contract.

14.01c Approval is requested for Mr. Michael Knazek, a student teacher from Rowan University under the guidance of Mr. Jack Geisel, to conduct an Action Research Study at Palmyra High School as part of his graduation requirement.

Roll Call Vote Full Board

Motion: Mr. Quigg Second: Norcross

Ayes: (10) Mr. Austin, Ms. Cintron, Ms. Gilmore, Mr. Gural, Mr. Kay, Mr. Norcross, Mr. Quigg, Mr. Russell, Mr. Warnock, Ms. Brett

Nays: (0) none

Abstentions: (0) none

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

14.02a	<u>Request to Enroll in Graduate Course and Apply for Tuition Reimbursement</u>
	<u>Staff Member</u> <u>Course/Dates/University</u> <u>Reimbursement Cost</u>
	Kelliann Richardson RDLG579 Content Area/ 5/26/2015-8/20/2015/TCNJ Per the negotiated agreement

14.02b Approval is requested for an Unpaid Leave of Absence by Mary Ellen Rooney, Teacher Assistant at Charles Street School, from April 20-24, 2015.

Roll Call Vote Palmyra Board

Motion: Mr. Russell Second: Mr. Norcross

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

Nays: (0) none

Abstentions: (0) none

15 Business, Finance and Operations

15.01 Certification

Pursuant to NJAC 6:20-2.13(e), we certify that as of January 31, 2015, 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: Mr. Austin Second: Mr. Kay

Ayes: (10) Mr. Austin, Ms. Cintron, Ms. Gilmore, Mr. Gural, Mr. Kay, Mr. Norcross, Mr. Quigg, Mr. Russell, Mr. Warnock, Ms. Brett

Nays: (0) none

Abstentions: (0) none

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

That the Palmyra Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$315,524 for the purpose of expanding the district's technology base to accommodate requirements imposed by PARCC to include technology infra-structure, the purchase of multiple new textbook series for grades K-12 as a part of refining, implementing and updating required curriculum changes, student testing and progress monitoring, and complying with the provisions of mandated programs such as teacher and principal evaluations. The district intends to complete said purposes by June 2016.

That the tentative 2015-2016 budget as presented in the budget documents attached to this agenda is approved and the Board Secretary is authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	Special Revenues	Debt Service	Total
Total Expenditures	15,642,869	507,032	1,290,406	17,440,307
Less: Anticipated Revenue	<u>7,009,080</u>	<u>507,032</u>	<u>342,248</u>	<u>7,858,360</u>
Taxes to be Raised	8,633,789	0	948,158	9,581,947

And to advertise said budget in the Burlington County Times in accordance with the form suggested by the State Department of Education and according to law; and

That a public hearing be held on April 29, 2015 at 7:00 p.m. in the Delaware Avenue School All Purpose room for the purpose of conducting a public hearing on the 2015-2016 Budget.

Roll Call Vote Full Board

Motion: Mr. Quigg Second: Mr. Kay

Ayes: (10) Mr. Austin, Ms. Cintron, Ms. Gilmore, Mr. Gural, Mr. Kay, Mr. Norcross, Mr. Quigg, Mr. Russell, Mr. Warnock, Ms. Brett

Nays: (0) none

Abstentions: (0) none

16 Policy and Curriculum

16.01 BE IT RESOLVED that the following Policy and Curriculum actions are hereby approved as recommended by the Superintendent:

16.01a Field Trips

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject</u>
March 27, 2015	Franklin Institute	Gr. 10-12/Mrs. Gallagher, Mr. Yoon

16.01b +Approve the revised Bilingual/ESL Three Year Program Plan for 2014-2017

16.01c +Approve the Medicaid Initiative Action Plan

16.01d Approve the revised 2014/2015 school calendar as follows:
6/18/2015 as a make-up day for the school closing on 2/17/2015;
6/19/2015 as a make-up day for school closing on 3/5/2015

16.01e +Policies/Regulations

- Second reading and adoption of policy 4412-B Compensation of Temporary Hourly and Per Diem Service Providers
- Revised Policy 4124 Employment Contract

16.01f Student Activities

- Career Fair at PHS on 4/17/2015 with guest speaker, Peter Muir
- Class of 2015 – Night at the Phillies – May 11, 2015
- Renaissance Field Day on May 22, 2015

16.01g Student Fund Raisers

- Spanish NHS (Katie Salvo) to sell bracelets to benefit charity, A Yuda Bands, to raise money for education of children in Guatemala from 4/13 to 4/24/2015.
- Interact Club (Lorita Foster) to have a dress down day on April 24th to raise funds for the Rotary Water Project-Life Straws.
- NHS (John Yoon) to hold bake sales on 3/30, 3/31 and 4/1/2015;
NHS (John Yoon) to have a dress down day on 4/2/2015.
All money raised will be donated to the charity, “Pencils of Promise”.
- Tennis Team (Frank Hiller) to hold a tennis serve-a-thon at Legion Field tennis courts on 3/27/2015 to raise money for the tennis teams.
- Softball Team (Ken Miller) to sell Krispy Kreme Doughnuts and coffee on Wednesday or Thursday mornings in the auditorium during March, April and May.
- Softball Team (Ken Miller) to sell athletic socks with “Palmyra” and a “Panther” logo on them to raise funds for the team from March 16-30, 2015.
- Student Council (Kathy McClure/Christina Birch) to run a volleyball tournament that would consists of teams of PHS students on March 19, 2015 in the high school gymnasium to raise money for Leadership Training Camp (LTC).

Roll Call Vote Full Board

Motion: Mr. Norcross Second: Mr. Russell

Ayes: (10) Mr. Austin, Ms. Cintron, Ms. Gilmore, Mr. Gural, Mr. Kay, Mr. Norcross, Mr. Quigg, Mr. Russell, Mr. Warnock, Ms. Brett
 Nays: (0) none
 Abstentions: (0) none

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

16.02a	<u>Field Trips</u>		
	<u>Date</u>	<u>Destination</u>	<u>Grade/Subject</u>
	March 30, 2015	New Jersey Statehouse	Gr. 4/Mrs. Falcone
	May 4, 2015	Palmyra Nature Cove	Gr. 3/Ms. Richardson, Mrs. O'Connell, Mrs. Adams
	June 11, 2015	Clementon Park	Gr. 6/Mr. Straeter

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

Roll Call Vote Palmyra Board

Motion: Mr. Quigg Second: Mr. Norcross

Ayes: (9) Mr. Austin, Ms. Cintron, Ms. Gilmore, Mr. Gural, Mr. Kay, Mr. Norcross, Mr. Quigg, Mr. Russell, Ms. Brett
 Nays: (0) none
 Abstentions: (0) none

17 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.

17.01 Recognition of members of the Public

Ms. Jablonski inquired as to the effective date of the new dress code. Mr. McBride responded saying that the policy and regulation would be in effect for the new school year beginning July 1, 2015. Ms. Jablonski then noted her appreciation for the budget presentation made to the PTA.

17.02 Recognition of members of the Board

Mr. Norcross noted the importance of enforcing the current dress code until the effective date of the change.

Mr. McBride provided information to the Board regarding a discussion with Ms. Eck, Riverton School Superintendent, during which Ms. Eck requested that Palmyra provide the opportunity for 8th grade students enrolled in Riverton to attend an Algebra I class to be held at Palmyra High School beginning in the 2015-2016 school year. Mr. McBride will provide additional information at a later date.

18 Adjournment

3/11/2015

Voice Vote by Full Board

Motion: Mr. Quigg

Second: Mr. Norcross

Vote: Unanimous

Time: 8:41 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