

MINUTES

JULY 30, 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 July 27, 2015.

2 Moment of Silent Meditation3 Salute to the Flag4 Roll Call

Mr. Keith Austin, Vice President

Mrs. Laurie Beck

Ms. Nancy Brett, President

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. Beck, Ms. Gilmore, Mr. Gural, Mr. Norcross, Mr. Russell, Mr. Warnock

Absent: Mr. Kay, Mr. Quigg, Ms. Knudson, Mr. Gravano

5 Presentations - none6 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 7:30 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:

- 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.
- X 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.

Voice Vote by Full Board

Motion: Mr. Russell
 Second: Mr. Norcross
 Vote: Unanimous

The Board entered executive session at 7:05 p.m.

7 Return from Closed Session

Voice Vote by Full Board

Motion: Mr. Norcross
 Second: Mr. Warnock
 Vote: Unanimous

The Board re-opened the public sessions at 7:26 p.m.

8. Reports

8.01 Superintendent

Strategic Planning

- a. Meeting # 3 Outcomes have been posted to the Website
- b. Action planning is underway
- c. Thank you to those members of the community who participated in the planning process.

PARCC

- a. The district is NOT in receipt of any results as of 7/30/2015
- b. The DOE has not published a release date for test scores

Retirements

- a. Congrats to the following staff members who have retired, or submitted retirement notices:
 - i. Claudia Potor (June 2015)
 - ii. Nancy Brooks (June 2015)
 - iii. Linda Lucas (June 2015)
 - iv. Carmen Knowles (October 2015)
 - v. Kevin Potor (February 2016)

Summer Progress

- a. DAS – moving, STEAM lab
- b. CSS – cleaning, repairs, technology installations, new sign
- c. PHS – cleaning, repairs, technology installations

- d. Technology – system upgrades, technology repairs, installations, STEAM lab, data migration/roll-over for 2015-16 school year

Athletics

- a. Summer training beginning in August
- b. Policies and manuals reviewed for consistency
- c. Roll-out of mandatory “study hall” for athletes with grade(s) at “D” or “F”

Civil Rights Data Collection report has been completed and submitted.

Recommendation included in this meeting to approve Mr. Ian Stoker to complete his BSA Eagle Scout project at PHS; constructing a trophy case for display in Athletic hallway.

Handbooks

- a. CSS & PHS student and staff completed and undergoing superintendent review
- b. Documents will be posted upon completion of review

PHS Orientation

- a. 7th grade and 9th grade student orientation is being recommended for BOE approval for August 25, 2015 as per the board agenda.

8.01a Violence, Vandalism, Substance Abuse Report 2014/2015 – Period 2

8.01b HIB Report 2014/2015 – Period 2

8.02 Board Committees

8.02a Policy & Curriculum

Mr. Russell reported that the committee met on July 22nd to discuss policy items contained in the current agenda. He noted that no curriculum items were presented.

8.02b Finance & Physical Plant

Mr. Austin, reporting on behalf of Mr. Kay noted that the committee did not meet as there was no pending business for the committee.

8.02c Human Resources & Negotiation

Ms. Brett reported that the committee met on July 21st to conduct interviews for the vacant High School Principal position. Additional discussions were held regarding other vacant positions and recently recommended new hires.

8.03 Sending District Reports

8.03a Beverly - none

8.03b Riverton

Mr. Warnock reported on the success of the Riverton 8th grade graduation ceremony

8.04 Student Representative – none

8.05 PTA

Ms. Hartman reminded everyone that PTA meetings had been moved to the 2nd Tuesday of the month and that the next meeting would take place on 9/7/15.

8.06 Borough Liaison

Ms. Arnold expressed appreciation for the Superintendent’s presentation to Borough Council in June and reported on various activities taking place throughout the Borough.

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.

No member of the public wished to be recognized at this time.

11 Routine Business

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

- 11.01a +Enrollment Report – June 2015
- 11.01b +Fire/Emergency Drills – June 2015
- 11.01c +Health Report – June 2015
- 11.01d +HIB Report – June 2015
- 11.01e +Violence, Vandalism & Substance Abuse Report – June 2015
- 11.01f *+Substitute List for 2015/2016
- 11.01g Volunteers for the 2015/2016 school year (pending criminal history review):
 - Band: Stacy Pogoda, Dave Brown, Doug Ferraro, Andrea Cruz, Sue VanEmburch, Sandy Young, Paul Bisceglie, Marie Bisceglie
 - CSS: Katharine Bruno
 - * Sports: Kenneth Fowkles-football

Voice Vote by Full Board

Motion: Mr. Gural

Second: Mr. Norcross

Vote: Unanimous with the exception of an abstention by Mr. Russell on item 11.01f

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

- 11.02a +Check Register for June 2015 representing hand and machine checks totaling \$1,988,786.59
- 11.02b +Board Secretary's Report for May 2015 and the Treasurer's Report for May 2015 which have been found to be in agreement.
- 11.02c *Transfer Report for June 2015
- 11.02d *Cafeteria Report for June 2015
- 11.02e +Minutes of Regular Meeting on June 10, 2015
- 11.02f +Minutes of Executive Sessions 9/13/11 to 4/29/15
- 11.02g * Travel and Professional Development

<u>Staff Member</u>	<u>Name/Date of Workshop</u>	<u>Workshop Cost</u>	<u>Workshop Location</u>
John Yoon	AP Chemistry Summer Institute	\$1,635.00	Phila., PA
Joe Rosato	NJ TESOL/NJBE Inc.	\$179.00	New Brunswick, NJ
Richard Dreby	2015 Safe Schools Symposium	\$220.99	East Windsor, NJ

Roll Call Vote Full Board

Motion: Mr. Austin

Second: Mr. Russell

Ayes: (8) Mr. Norcross (11.02a-d, & g), Mr. Russell, Mr. Warnock, Ms. Beck, Ms. Gilmore, Mr. Gural, Mr. Austin,

Ms. Brett
 Nays: (0) none
 Abstentions: (1) Mr. Norcross (11.02e & f)

12 Old Business - No Old Business

13 Personnel

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

- 13.01a +Accept the resignation of Mr. Alan M. Goldberg as LDT-C (appointed at the 6/10/15 Meeting).
- 13.01b **Accept the resignation of Ms. Kim Hoffman as a school counselor effective 8/31/15.
- 13.01c **Accept the resignation of Mr. Kevin Potor as a Social Studies teacher, effective February 1, 2016.
- 13.01d Appoint Mr. Kenneth Holloway as Principal of Palmyra High School at a salary of \$107,500 pro-rated effective 8/1/15.
- 13.01e +Appoint Ms. Jannet G. Vaca as a teacher of Spanish for the 2015/2016 school year at a salary of \$51,583 (BA, Step 2).
- 13.01f **Appoint Mr. Alan Springel as a Science teacher for the 2015/2016 school year at a salary of \$60,192 (MA, Step 8).
- 13.01g **Appoint Ms. Mariel Cipko as a Technology teacher for the 2015/2016 school year at a salary of \$56,661 (MA, Step 4) contingent upon receipt of provisional/standard license in area of instruction.
- 13.01h A stipend for Mr. Michael Papenberg in his capacity as Boys Varsity Soccer Coach in the amount of \$7,367.00 which is consistent with the stipend set forth in the current bargaining agreement between the Palmyra Board of Education and the Palmyra Education Association.

Roll Call Vote Full Board

Motion: Mr. Russell Second: Mr. Norcross

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

Nays: (0) none

Abstentions: (0) none

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

- 13.02a Approve the following clinical practice requests from Rowan University for the time period of September 2 through December 18, 2015:

<u>Teacher Candidate</u>	<u>Collaborating Teacher</u>
Angelina Bertino	Michele Reisinger

Travis DiMartino
Sarah Rees

Lorita Foster
Daniel Licata

13.02b	<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>
	Daniel Licata	ED 5006 Survey of Research And Methodology	\$1,332.00

Roll Call Vote Full Board

Motion: Mr. Norcross Second: Mr. Austin

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

Nays: (0) none

Abstentions: (0) none

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

13.03a Accept the letter of intent to retire from Mrs. Nancy Brooks effective 6/30/15.

13.02b Accept the letter of intent to retire from Mrs. Linda Lucas effective 8/1/15.

13.03c Appoint Ms. Stephanie Cancglin as a Grade 3 teacher for the 2015/2016 school year at a salary of \$52,184 (BA, Step 3).

13.03d Appoint Ms. Michelle McCann as a special education teacher for the 2015/2016 school year at a salary of \$53,083 (BA15, Step 2).

13.03e Appoint Ms. Elizabeth Follis as a middle school special education teacher for the 2015/2016 school year at a salary of \$59,208 (MA45, Step 3).

13.03f Appoint Ms. Rachel Odgers as a teacher replacement for Mrs. Melanie Gerner who is on a leave of absence, from 9/1/15 through 12/23/15, at a salary of \$51,068 pro-rated (BA, Step 1).

Roll Call Vote Palmyra Board

Motion: Mr. Austin Second: Mr. Norcross

Ayes: (7) Mr. Norcross, Mr. Russell, Ms. Beck, Ms. Gilmore, Mr. Gural, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

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

13.04a Adjust the salary of Mrs. Deborah Falcone from \$62,676 (MA, Step 10) to \$63,876 (MA15, Step 10) in order to reflect completed graduate credits.

13.04b Adjust the salary of Ms. Kelliann Richardson from \$52,786 (BA, Step 4) to \$54,286 (BA15, Step 4) in order to reflect completed graduate credits.

Roll Call Vote Palmyra Board

Motion: Mr. Gural

Second: Mr. Russell

Ayes: (7) Mr. Norcross, Mr. Russell, Ms. Beck, Ms. Gilmore, Mr. Gural, 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 June 30, 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. Russell

Second: Mr. Norcross

Ayes: (8) Mr. Norcross, Mr. Russell, Mr. Warnock, Ms. Beck, Ms. Gilmore, Mr. Gural, 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 Amend the minutes of the May 13, 2015 board meeting to read Nutri-Serve Food Management, Inc. be approved to provide food services management for the 2015/2016 school year, which is the third year of the current five year contract, in accordance with the terms and conditions of said contract, for a revised set fee not to exceed \$18,360.00. (originally \$18,361.60)

14.02b Approve an amendment to the Palmyra Board of Education Medical Care Expense/Dependent Care Expense Reimbursement Plan on file in the Business Office revising the nondiscrimination requirements so as to avoid test failure.

14.02c +Disposal of electronic equipment listed in the attachment which has been determined to be of no value based on age and/or condition in accordance with currently established procedures.

14.02d Approval to discard the following items which we have determined to be of no educational or organizational value based on age and condition in accordance with currently established procedures:

1. Soccer Goals at Charles Street School
2. Shot-Puts that no longer meet NHFHS specifications
3. Softball/Baseball bases that no longer meet NHFHS specifications
4. Outdated track and field, cheerleading, boys/girls basketball and field hockey uniforms

Roll Call Vote Full Board

Motion: Mr. Norcross Second: Mr. Austin

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

Nays: (0) none

Abstentions: (0) none

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

14.03a WHEREAS, William R. Blatchley, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1, 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

NOW, THEREFORE BE IT RESOLVED that the Palmyra Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes William R. Blatchley to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

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

14.04a Accept the No Child Left Behind (NCLB) - 2016 Title I Part A Grant in the amount of \$236,537 and the Title II Grant in the amount of \$37,308 and

Authorize the submission of the grant applications pursuant to this action and

That the following full and partial salaries be paid from the NCLB Title I grant:

Mr. Stephen Graff	Teacher	\$68,389 (100%)
Ms. Barbara Vieira	Teacher	\$55,661 (100%)
Ms. Agatha Williams	Teacher	\$62,480 (100%)

14.04b Decline to accept Title III Grant funding in the amount of \$2,131.00

Roll Call Vote Full Board

Motion: Mr. Russell Second: Mr. Norcross

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

Nays: (0) none

Abstentions: (0) none

15 Policy and Curriculum

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

15.01a Approve the following student activities:

- +Approve Ian Stocker, a student at Palmyra High School and member of Troop 25, Mahalala District, Garden State Council, to build a trophy case at Palmyra High School for his Eagle Scout Project.
- Palmyra High School musical, "The Music Man", to be held March 11, 12, 13, 2016.
- * 7th Grade Scavenger Hunt orientation from 9-11:45 a.m. followed by the Frosh Fest orientation on 8/25/15.

15.01b Approve the following fund raisers:

- Class of 2019 (Mrs. Birch) Half-day water/snack sales on 10/9, 11/29, 12/23, 1/19, 2/12, 5/19, 6/10, 6/13, 6/14, 6/15, 6/16
- Disney 2016 (Eric Mehler) Chipotle "Dine & Donate" on 10/6
- * Football Booster Club (Jack Geisel)
 - sell snacks out of the visitor's side snack stand on 9/3, 9/11, 10/2, 10/24 and 10/31
 - cake sale from 11/2-11/25 (orders will be delivered and distributed on 11/25 in the school cafeteria)

15.01c Approval is requested for student #1329451663 who attends St. John of God to have a 1:1 aide for the 2015/2016 school year at a cost of \$36,703.80.

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

15.02a +Approve the revised 2015/2016 school calendar.

15.02b +Approve the 2015 Safety and Security Plan for the Palmyra School District.

15.03c +Approve the QSAC District Improvement Plan (2013/2014).

15.03d *+Approve the District Professional Development Plan.

Roll Call Vote Full Board

Motion: Mr. Austin

Second: Mr. Norcross

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

Nays: (0) none

Abstentions: (0) none

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

15.03a +Approve the following policies and regulations:

P & R 2330	Homework (delete)
P 2415	NCLB Programs (reviewed)
R 2624.01	Grading System Grades 9-12 (revised)
R 2624.02	Grading System Grades 6-8 (revised)
R 2624.03	Grading System Grades K-5 (revised)
P 5111	Eligibility of Resident/Non-Resident Pupils (revised)
R 5111	Eligibility of Resident/Non-Resident Pupils (reviewed)
P 5420	Reporting Pupil Progress (revised)

R 5420	Reporting Pupil Progress (revised)
P 5450	Athletic Awards (revised)
P 5600	Discipline/Code of Conduct (reviewed)
R 5600.01	Discipline/Code of Conduct-Palmyra High School (revised)
R 5600.02	Discipline/Code of Conduct-Charles Street School (revised)

Roll Call Vote Full Board

Motion: Mr. Norcross Second: Mr. Austin

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

Nays: (0) none

Abstentions: (0) none

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

15.04a Student Placement

Approval is requested for student #12950179 to attend St. John of God for the 2015/2016 school year at a tuition rate of \$42,422.40, effective 9/2/15.

15.04b Proposed Field Trips for 2015/2016

Preschool-Paws Farm in Mt. Laurel, NJ-May
 Kindergarten-Paws Farm in Mt. Laurel, NJ-October
 Grade 1-Footlighter's Theater in Cinnaminson, NJ-November
 Grade 1-Academy of Natural Sciences in Phila., PA-May
 Grade 2-Adventure Aquarium in Camden, NJ-January
 Grade 3-Philadelphia Zoo-November
 Grade 3-Palmyra Cove Nature Center-May
 Grade 4-NJ State House in Trenton, NJ-March
 Grade 4-Wheaton Village in Millville, NJ-June
 Grade 5-Indian King Tavern in Haddonfield, NJ-June
 Grade 6-Clementon Park in Clementon, NJ-May
 Safeties-Great Adventure in Jackson, NJ-May
 Grade 5/6 Top Readers-Campbell Field in Camden, NJ-May
 Grade 5/6 Artist of the Month-Phila. Museum of Art-May

15.04c Fundraisers

- PTA:
 - 9/16 to 9/30 (Nicole Shipley) Save Around Coupon Books
 - 9/25 and 3/3 (Michelle McCann) Fall/Spring Pictures with Lifetouch Program
 - 9/30 to 10/14 (Nicole Shipley) Metro fundraising
 - 10/21 to 11/4 (Dawn Guglielmucci) Sell Palmyra Spirit Gear
 - 11/18 to 12/2 (Jen Crean) Sell Poinsettias to support 6th grade dance
 - March 2-16 (Jen Crean) Sell Spring Flowers to support 6th grade dance
 - 11/30 to 12/4 (Liz Domask) Holiday Shop
 - 10/19 to 10/23, 2/8 to 2/12, 5/26 to 5/27 (Vickie Agnew) Book Fair
 - 5/27 (Tim Gillespie) Ice Cream Social
 - Sell cookbook of recipes from teachers throughout the school year (Cara Broadbelt)
 - Sell yearbooks throughout the year (Kathy Hartman)

Roll Call Vote Palmyra Board

Motion: Ms. Beck Second: Mr. Norcross

Ayes: (7) Mr. Norcross, Mr. Russell, Ms. Beck, Ms. Gilmore, Mr. Gural, 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 speak at this time

16.02 Recognition of members of the Board

- Mr. Russell noted that NJSBA workshop will be taking place in September
- Mr. Norcross thanked everyone for the cards and letters he and his family had received
- Ms. Brett and Mr. McBride congratulated Mr. Holloway on his appointment as High School Principal

17 Adjournment

Voice Vote by Full Board


Motion: Mr. Austin

Second: Mr. Norcross

Vote: Unanimous

Time: 8:13 p.m.

Respectfully Submitted,



William R. Blatchley
School Business Administrator/Board Secretary