

MINUTES

SEPTEMBER 9, 2015

1 Call to Order

The meeting was called to order at 7:03 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 September 3, 2015.

2 Moment of Silent Meditation

3 Salute to the Flag

4 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. Beck, Ms. Brett, Ms. Gilmore, Mr. Norcross, Mr. Russell, Mr. Quigg, Ms. Knudson, Mr. Warnock

Absent: Mr. Kay, Mr. Gural, Mr. Gravano

5 Reports

5.01 Superintendent

- Mr. McBride expressed thanks to the Palmyra Community in support of a great school opening. He noted that the opening was preceded by three days of staff professional development.
- He noted that the new Dress and Grooming standards are being stressed to students.
- The Lunch/Breakfast Pay Portal is up and running on the web site as well as the Athletic calendar.
- Back to School nights are 9/16 at Charles Street and 9/17 at Palmyra High School.
- The football team will be supporting colon cancer awareness this season
- He announced the results of the FY16 HIB Self-Assessment
- Noted the prior week's activation of the County Crisis Response team

5.02 Board Committees

- 5.02a Policy & Curriculum
Mr. Russell reported that the committee met on 8/26 to discuss revised policies and regulations contained in the agenda and the new consolidation of definitions being used in policy and regulation.
- 5.02b Finance & Physical Plant
Mr. Austin, reporting on behalf of Mr. Kay noted that the committee met on 8/26 to discuss FY15 surplus estimates, the work completed throughout the district during the summer, the implementation of Lunch/Breakfast Pay Portal and the results of NSLP Equipment Assistance Grant award process.
- 5.02c Human Resources & Negotiation
Ms. Brett reported that the committee met on 8/26 to discuss the personnel items contained in the agenda and efforts relating to the commencement of negotiations with the Palmyra Education Association.

5.03 Sending District Reports

- 5.03a Riverton - Mr. Warnock reported that the Riverton Board met on 8/18. He noted that 12 Riverton 8th Grade students would be attending Algebra I classes at Palmyra High School this year and that Riverton would be offering E-Based Spanish this term.
- 5.03b Beverly - Ms. Knudson reported on various building improvements at Beverly School and a new "outdoor classroom" opportunity.

5.04 Student Representative - no report at this time.

5.05 PTA

Ms. Hartman reported:

- The first PTA meeting for the school year will be on September 15th at Charles Street School at 7:00 p.m. Meeting dates have been changed to the first Tuesday of each month. The October meeting will be on 10/6/2015.
- Fundraising will begin with a save around coupon book to be distributed at Back to School Night. The book costs \$20.00 and has many local coupons. There will also be a catalog fundraiser from Sept 30th thru October 14th.
- Fall pictures are scheduled for September 25th.
- The PTA has assembled an information packet for Charles Street School parents. It includes a basic overview of what PTA does, a membership form, and volunteer information.

5.06 Borough Liaison - no report at this time.

6 Correspondence - None

7 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.

8 Routine Business

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

- 8.01a +Check Register for July 2015 representing hand and machine checks totaling \$695,275.18

9/9/2015

- 8.01b +Check Register for August 2015 representing hand and machine checks totaling \$42,738.67
- 8.01c +Board Secretary's Report for June 2015 and the Treasurer's Report for June 2015 which have been found to be in agreement.
- 8.01d +Board Secretary's Report for July 2015 and the Treasurer's Report for July 2015 which have been found to be in agreement.
- 8.01e +Transfer Report for July & August 2015
- 8.01f +Cafeteria Report for July 2015
- 8.01g +Cafeteria Report for August 2015
- 8.01h +Minutes of Regular Meeting on July 30, 2015
- 8.01i Volunteer for the 2015/2016 school year (pending criminal history review):
Tyler Brown, Paraprofessional Athletic Aide for Football
- 8.01j Travel and Professional Development:
- | <u>Staff Member</u> | <u>Name/Date of Workshop</u> | <u>Cost</u> | <u>Location</u> |
|---------------------|------------------------------|-------------|-----------------|
| Jeff Graiff | Art Conference 10/5/15 | \$198.87 | Long Branch, NJ |
| Joni Geiser | ESL Workshop 10/5/15 | N/A | Edison, NJ |

Voice Vote by Full Board

Motion: Mr. Austin
Second: Mr. Quigg
Vote: Unanimous

8.02 BE IT RESOLVED that the following action is hereby accepted and approved:

- Approve Professional Development/Travel for the following staff/Board Member(s) to attend the NJSBA 2015 Workshop & Exhibition in Atlantic City, New Jersey, from October 27 through October 29, 2015 at an estimated cost not to exceed \$350.00 per person. The listed staff/Board Member(s) have notified the Superintendent that the primary purpose of attending this travel event is to discuss methods to help empower the 21st century student, and to discuss strategies for becoming more effective school leaders:

Nancy Brett	Board Member
Keith Austin	Board Member
John Kay	Board Member
Lori Gilmore	Board Member
Howard Norcross	Board Member
John Quigg	Board Member
John Gural	Board Member
Laurie Beck	Board Member
Mark Russell	Board Member
Brian J. McBride	Superintendent
William R. Blatchley	Business Administrator

This travel is directly related to the responsibilities of the staff/Board Member(s) listed and furthers the efficient operation of the district.

Roll Call Vote Full Board

Motion: Mr. Quigg Second: Mr. Russell

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

Nays: (0) none
 Abstentions: (0) none

9 Old Business - No Old Business

10 Personnel

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

- 10.01a Accept the resignation of Ms. Mariel Cipko as a Technology teacher for the 2015/2016 school year.
- 10.01b +Appoint Ms. Colleen Grose as a Learning Disabilities Teacher Consultant for the 2015/2016 school year at a salary of \$60,645 pro-rated (MA30, Step 6), effective October 17, 2015 (or sooner due to 60 day contractual requirement).
- 10.01c +Appoint Mr. Tony Gore as a Technology Teacher for the 2015/2016 school year at a salary of \$54,320 (BA, Step 6) pro-rated, effective 10/24/15 (or sooner due to 60 day contractual requirement).
- 10.01d +Appoint Ms. Lauren Schmidt as a School Counselor for the 2015/2016 school year at a salary of \$61,424 (MA, Step 9) pro-rated, effective 10/26/2015 (or sooner due to 60 day contractual requirement).
- 10.01e +Appoint Ms. Devon Murtagh as an English Teacher for the 2015/2016 school year at a salary of \$51,068 (BA, Step 1), effective September 1, 2015.
- 10.01f Approve the voluntary transfer of Mr. Joseph Rosato from Palmyra High School to Charles Street School for the 2015/2016 school year.
- 10.01g Accept the notice of intent to retire from Mrs. Anne Higgins effective January 1, 2016.

Roll Call Vote Full Board

Motion: Mr. Russell Second: Mr. Norcross

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

Nays: (0) none

Abstentions: (0) none

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

- 10.02a Approve the following student teacher placement requests:

<u>Teacher Candidate</u>	<u>College/Univ.</u>	<u>Collaborating Teacher</u>	<u>Dates</u>
Joanne Burtnett	Rowan	Jamie Patchel	8/25/15 – 10/19/15
Meredith Callahan	Rowan	Sean Brady	10/26/15 – 12/18/15
- 10.02b Adjust the salary of Mr. Daniel Licata, Social Studies Teacher, from \$53,386 (BA, Step 5) to \$54,886 (BA+15, Step 5) to reflect completed graduate credits.
- 10.02c Approve the following novice teacher mentors:

<u>Novice Teacher</u>	<u>Mentor</u>
Devon Murtagh	Jamie Patchel
Jannet Vaca	Katie Salvo
Stephanie Cancglin	Debbie Falcone
Kristen Marrazzo	Renee Hoffecker

- 10.02d Approve the following bus drivers to be utilized on an as need basis for the 2015/2016 school year:
- | | |
|-------------|-------------|
| L. Kozloski | \$19.00/hr. |
| G. Cole | \$19.00/hr. |
| R. Sinclair | \$19.00/hr. |

Roll Call Vote Full Board

Motion: Mr. Quigg Second: Mr. Austin

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

Nays: (0) none

Abstentions: (0) none

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

- 10.03a Approve the following After School Care staff and the corresponding hourly wage for the 2015/2016 school year.

M. Petrucelli	\$9.50/hr.
J. Coles	\$8.55/hr.
D. Aaronson	\$9.65/hr.
E. Eckhardt	\$9.50/hr.
H. Skowronski	\$8.76/hr.
J. Andersen	\$8.59/hr.

- 10.03b Approve the following student teacher placement requests:

<u>Teacher Candidate</u>	<u>College/Univ.</u>	<u>Collaborating Teacher</u>	<u>Dates</u>
Rileigh Ruff	Stockton	Karla O'Connell	9/1/15 - 12/4/15
Susan Vandine	TCNJ	Elizabeth Marron	9/8/15 - 12/15/15

Roll Call Vote Palmyra Board

Motion: Mr. Austin Second: Mr. Norcross

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

Nays: (0) none

Abstentions: (0) none

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

- Stipends:
 - Dan Licata – Social Studies \$6,200 (teaching an additional class)
 - Mike Tumelty – Special Education \$6,200 (teaching an additional class)
 - Jamie Patchel – Special Education \$6,200 (teaching an additional class)
 - Jennifer VanZandt - English/Language Arts \$6,200 (teaching an additional class)
 - Matthew Dyl - \$2,200 (extra prep period)
 - Jamie Patchel - \$2,200 (extra prep period)

- Kelly Gallagher - \$2,200 (extra prep period)
- Katie DeMarco - \$2,200 (extra prep period)
- Matt Papenberg - \$4,000 (additional duty coverage)
- Leslie Dobbs - \$4,000 (additional duty coverage)
- Sabrina Bonner - \$4,000 (additional duty coverage)
- Lindsay Brooks - \$4,000 (additional duty coverage)

Roll Call Vote Full Board

Motion: Mr. Russell Second: Ms. Knudson

Ayes: (8) Ms. Gilmore, Mr. Russell, Mr. Warnock, Mr. Norcross, Ms. Beck, Mr. Quigg, Ms. Knudson, Ms. Brett

Nays: (0) none

Abstentions: (1) Mr. Austin

11 Business, Finance and Operations

11.01 Certification

Pursuant to NJAC 6:20-2.13(e), we certify that as of July 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. Quigg Second: Mr. Austin

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

Nays: (0) none

Abstentions: (0) none

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

11.02a Accept a donation to the athletic department in the amount of \$885.00 from Jersey Mike's Subs.

Roll Call Vote Full Board

Motion: Mr. Russell Second: Ms. Beck

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

Nays: (0) none

Abstentions: (0) none

12 Policy and Curriculum

9/9/2015

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

12.01a Enter into a Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) for the 2015/2016 school year.

12.01b Field Trips

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
9/19/15	Chicester	Marching Band/Mr. Moore
9/26/15	Ridley	Marching Band/Mr. Moore
10/3/15	Delsea	Marching Band/Mr. Moore
10/10/15	Millville	Marching Band/Mr. Moore
10/17/15	Egg Harbor	Marching Band/Mr. Moore
11/7/15	Vineland	Marching Band/Mr. Moore
11/14/15	Downingtown	Marching Band/Mr. Moore
5/30/16	Palmyra	Marching Band/Mr. Moore

12.01c Approve the following fund raisers:

- Class of 2019 to sell programs at home football games on 9/11, 10/2, 10/24, 10/31 (Mrs. Birch)

12.01d Approve educational services provided by the New Jersey Commission for the Blind and Visually Impaired for 2015/2016 at a rate of \$1,900 per student (Level 1) for the following students: #9601267887 and #8202885641.

12.01e Approve the HIB FY16 Grade Report.

Roll Call Vote Full Board

Motion: Mr. Quigg Second: Mr. Austin

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

Nays: (0) none

Abstentions: (0) none

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

12.02a Approve the following revised policies/regulations:

P 3322	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
P 4322	Support Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
R 5200	Attendance
P 5330	Administration of Medication
R 5330	Administration of Medication
P 5615	Suspected Gang Activity
P 5756	Transgender Students
P 8540	School Nutrition Programs
R 8540	Free & Reduced Rate Meals (Abolished)
P 8820	Opening Exercises/Ceremonies

- 12.02b First reading of the following new policy:
P 8550 Outstanding Food Service Charges

Roll Call Vote Full Board

Motion: Mr. Austin Second: Mr. Russell

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

Nays: (0) none

Abstentions: (0) none

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

12.03a Fundraisers

- Toys for Tots collection during December 2015 (Mr. Pease/Ms. Geiser)
- Collect canned goods, non-perishables, etc. for Bread of Life Food Pantry in Palmyra from January 11-22, 2016 (Mr. Pease/Ms. Geiser)
- Hold various activities to raise funds for the Make-A-Wish Foundation from March 7-18, 2016 (Mr. Pease/Ms. Geiser)
- School-wide monetary collection for the American Cancer Society October 5-16, 2015 (Mr. Pease/Ms. Geiser)
- School-wide collection of 2015 Holiday Wish List items for Providence House (Catholic Charities) November 2-20, 2015 (Mr. Pease/Ms. Geiser)

Roll Call Vote Palmyra Board

Motion: Mr. Norcross Second: Mr. Austin

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

Nays: (0) none

Abstentions: (0) none

13 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.

13.01 Recognition of members of the Public

- Ms. Blatz had some questions regarding college entrance requirements and the currently understaffed PHS Guidance office. Mr. McBride noted that the SAC, being a trained and certified guidance counselor, was currently lending additional support and Mr. Holloway noted that he was prepared to move forward with college preparation information and document preparation. In addition Ms. Brett informed everyone that the Naviance system is available to parents and they could begin working through the process at any time.

13.02 Recognition of members of the Board

- Ms. Knudson announced that Beverly City would be hosting a Community Day on September 26th and that flyers would be posted in the Palmyra schools.

9/9/2015

- Ms. Brett made note that Palmyra Borough would also be hosting a community day on September 19th.
- Mr. Blatchley reminded the members that the registration deadline for the School Boards Workshop was September 16th.

14 Adjournment

Voice Vote by Full Board

Motion: Mr. Quigg

Second: Mr. Norcross

Vote: Unanimous

Time: 7:36 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