

MINUTES

NOVEMBER 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 November 4, 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. Brett, Ms. Gilmore, Mr. Kay, Mr. Norcross, Mr. Russell, Mr. Quigg, Mr. Warnock, Mr. Gravano

Absent: Ms. Beck, Mr. Gural, Ms. Knudson

5 Presentations

Students of the Month

Mr. Warnock, Mr. McBride and Mr. Pease presented the award for student of the month at Charles Street School to:

Ava Crean – 6th Grade

Ms. Beck, Mr. McBride and Mr. Holloway presented the award for student of the month at Palmyra High School to:

Katherine Sacca - 7th/8th Grade

Nathan Warnock - 9th/10th Grade

Charles Martocello - 11th/12th Grade

6 Reports

6.01 Superintendent

Veterans Day acknowledgement

November 3, 2015 School Elections

Unofficial results – no official results received by the district as of today's date

Source: <http://www.co.burlington.nj.us/DocumentCenter/Home/View/3942>; retrieved 11/11/2015 at 4:15 p.m..

Mr. John Kay – 3 year term

Mr. Nick Sarracino – 3 year term

Mrs. Amy Austin – 3 year term

Mrs. Laurie Beck – 1 year unexpired term

SAIF School Safety Award

15 year recipient of Safety award.

15 consecutive years meeting the requirements of the SAIF School Safety Incentive Program a \$3,000/yr. reduction in insurance costs totaling \$45,000 to date.

CSS Junior Flower Show

November 19th during conferences (6:00 p.m.– 9:00 p.m.)

November 20th, 23rd, and 24th during conferences (1:00 p.m. – 3:00 p.m.)

Event to be held in the gymnasium at CSS

Positive Highlights for PHS and CSS

NJ Association of Student Councils (NJASC)

District is pleased to support the application of Vanessa Livingstone, 11th grade student at PHS, to run as a candidate for NJASC State Office.

CSS Safety Updates

Active investigation continues for the following incidents:

9/23/2015 – unsubstantiated bomb threat

9/28/2015 – unsubstantiated weapons threat

10/14/2015 – unsubstantiated weapons threat

Immediate interventions at CSS and/or district wide:

AM/PM facility inspection

Hourly inspection of restrooms

Standardized classroom sign-in/out sheets

Restroom stalls painted black to deter vandalism/graffiti

Counselor intervention when requested

Confirmation that all security/video systems are functioning properly

Increased police/SRO presence throughout the school day

Evaluation for additional personnel support

6.02 Board Committees

6.02a Policy & Curriculum

Mr. Russell reported that the committee met on 10/21/2015 to discuss curriculum alignment and a proposal to establish a new robotics club at Palmyra High School.

6.02b Finance & Physical Plant

Mr. Kay reported that the committee met on 10/21/2015. In addition to the routine business of the committee a discussion took place referencing the 2016-2017 Budget

Guidance document as well as a budgeting timeline. There was additional discussion regarding the districts Continuing Disclosure responsibilities and the districts excess budget balance.

6.02c Human Resources & Negotiation

Ms. Brett reported that the committee met on 10/19/2015. The committee discussed the staffing considerations and appointment recommendations contained in this agenda.

6.03 Sending District Reports

6.03a Beverly - none

6.03b Riverton

Mr. Warnock noted that the Riverton Board of Education met on 10/27/2015. Mr. Warnock reported that the three incumbent members of the Board were re-elected to a new term and that meeting discussions included a proposal to initiate a Middle School intramural sports program which would be open to both Riverton and Palmyra Middle School students. Mr. Warnock also noted that the Board was presented with the Violence and Vandalism report for the prior reporting period indicating that there were no reportable incidents.

6.04 Student Representative

Mr. Gravano reported on various student activities in Charles Street and Palmyra High School. Of particular note, the Charles Street Drama Club will present Twinderella this year, the High School Winter concert will take place on 12/10/2015 at 7:00 p.m., the Charles Street Winter concert will take place on 12/16/2015 at 1:30 p.m. and 12/17/2015 at 6:00 p.m. , and that the Jr. Student Council sponsored Veterans Day activities and celebrations.

6.05 PTA

Ms. Shipley presented the PTA report.

- The annual Halloween fest and general meeting was held on October 23rd. During that meeting budget and bylaws amendments were approved.
- The Fall book fair concluded on October 23rd. Proceeds were used to purchase books for use in the Charles Street library and classrooms.
- The spirit wear fundraiser is currently under way and will run through November 13th.
- The upcoming poinsettia sale will run from November 18th through December 2nd to benefit the 6th grade dance.
- The annual mitten tree will be going up on November 25th and will run through December 18th. The PTA will be collecting unused mittens, hats & scarves with tags attached during this time. All items will be donated to the Providence House in Delran.
- The annual holiday shop will open in the Charles Street art room on November 30th and will run through December 4th.
- The artist of the month and writer of the month programs are underway. The October winners are posted on the bulletin boards outside of the cafeteria and gym at Charles Street School.
- The next PTA meeting will be held on December 1st at 7 p.m. in Charles Street School.

6.06 Borough Liaison - none

7 Correspondence

None

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.

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

9 Routine Business

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

- 9.01a +Enrollment Report for October 2015
- 9.01b +Health Report for October 2015
- 9.01c +HIB Report for October 2015
- 9.01d +Violence, Vandalism & Substance Abuse Report for October 2015
- 9.01e +Fire/Safety Drills for October 2015
- 9.01f Volunteers:

Wesley Allen	Nina DeLuca	Dolly Guzman
Heidi Kane	Christina McCoy	Steve Miller
Yasemin-Ozer Sayin	Kimberly Quigg	Lisa Spezzano
Cheryl Steinheiser	Linda Yansick	

9.01g Paraprofessional Athletic Aides pending criminal history review:

Chris Geisel, Burak Ekiz – Wrestling
Walt Hoover – Middle School Girls Basketball
Moral Best – High School Girls Basketball

9.01h Substitutes pending criminal history review:

Rileigh Ruff	Teacher	\$70.00/day
Renee Thorn	Teacher	\$70.00/day

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 October 2015 representing hand and machine checks totaling \$1,820,443.67
- 9.02b +Board Secretary's Report for September 2015 and the Treasurer's Report for September 2015 which have been found to be in agreement.
- 9.02c +Transfer Report for October 2015
- 9.02d +Cafeteria Report for October 2015
- 9.02e +Minutes of Regular Meeting on October 14, 2015
- 9.02f Travel and Professional Development:

<u>Staff Member</u>	<u>Name/Date of Workshop</u>	<u>Cost</u>	<u>Location</u>
Kristin Tyler	Revitalizing your Library Space to Enhance your Library Program 1/12/2016	\$239.00	Voorhees, NJ
Stacy Pogoda	2016 Conference for PreK Teachers 2/24-2/25/2016	\$388.00	Atlantic City, NJ
Eric Mehler	Rethinking the Algebra I/II Curriculum 12/17/2015	\$135.00	Glassboro, NJ

11/11/2015

Casey Welsh	Practical Ways to Reach Students Who Don't Care About School or Achievement 12/18/2015	\$239.00	Voorhees, NJ
Devon Murtagh	Practical Strategies for a Highly Effective Co-Teach Model 12/3/2015	\$149.00	Cherry Hill, NJ
Lianne Kane	Special Ed Law Made Simple 12/8/2015	\$359.00	Mt. Laurel, NJ
Jennifer VanZandt	Meet & Exceed your State Standards for Writing 2/29/2016	\$239.00	Voorhees, NJ
Stacy Saia	Curriculum Essentials for Modern Times 11/23/2015	\$149.00	Monroe, NJ
Stacy Saia	Demystifying PARCC Reports 12/3/2015	\$149.00	Monroe, NJ
CJ Blatchley	Practical Writing Strategies 12/11/2015	\$246.87	Voorhees, NJ
Dan Licata	Bringing Social Studies to Life: Using Best Practices in Literacy Instruction to Deepen Comprehension (3-8) 11/12/2015	\$149.00	Monroe, NJ
Michele Reisinger	Help Your Students Write Better Research Papers 11/23/2015	\$239.00	Voorhees, NJ
Rick Dreby	School Safety & Security Plan Training 12/10/2015	\$25.42	Woodbury, NJ
Jenna Mackey	Powerful Strategies to Help Struggling Readers Better Achieve State Standards 12/9/2015	\$239.00	Voorhees, NJ
Mary DelRossi- Bishop	Practical Strategies to Address the Challenges of Today's School Nurse 1/20/2016	\$239.00	Voorhees, NJ
Linda Plym	Elementary Educator's Symposium 12/4/2015	\$166.98	Swedesboro, NJ
Jeff Moore	Travel to All South Jersey Choir Auditions 11/21/2015	\$24.49	Woodstown, NJ
Jeff Moore	Travel to All South Jersey Senior High Band Auditions 12/12/2015	\$8.06	Voorhees, NJ
Gina Lewis	Best Practices in Assessment & Treatment of Children, Adolescents & Families 12/11/2015	\$149.00	Swedesboro, NJ

Voice Vote by Full Board

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

10 Old Business
None

11 Personnel

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

- 11.01a +Appoint Ms. Diane L. Torres as Administrative Assistant to the Business Administrator for the 2015/2016 school year at a salary of \$35,000 pro-rated, effective 12/1/2015.
- 11.01b +Appoint Mr. Christopher Tracey as the Assistant Principal at Palmyra High School at a salary of \$83,500 pro-rated, effective 11/16/2015.
- 11.01c +Appoint Mr. Christopher Tamarri as an English Teacher at Palmyra High School at a salary of \$51,068 (BA, Step 1) pro-rated, effective 11/16/2015.
- 11.01d +Appoint Mr. Thomas Sheel as a Social Studies Teacher at Palmyra High School at a salary of \$52,184 (BA, Step 3) pro-rated, effective 2/1/2016 (or sooner due to 60 day contractual requirement).

Roll Call Vote Full Board

Motion: Mr. Austin Second: Mr. Norcross

Ayes: (8) Mr. Norcross, Mr. Quigg (11.01a & 11.01c-d), Mr. Russell, Mr. Warnock, Mr. Kay, Ms. Gilmore, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (1) Mr. Quigg (11.01b)

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

- 11.02a Appoint Ms. Stacy Saia as After School Care Academic Planner for the 2015/2016 school year at a stipend of \$2,000, effective 11/16/2015.
- 11.02b Appoint Ms. Devon Murtagh and Ms. Kristin Tyler as the After School Care Academic Coordinators for the duration of the 2015/2016 Core Learning Program at an hourly rate of \$32.50 for all hours worked, not to exceed \$5,100.

Roll Call Vote Full Board

Motion: Mr. Quigg Second: Mr. Russell

Ayes: (8) Mr. Norcross, Mr. Quigg, Mr. Russell, Mr. Warnock, Mr. Kay, Ms. Gilmore, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

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

- 11.03a Appoint the following staff members as homebound/supplemental teachers for the 2015/2016 school year at a rate of \$30.00/hr. as per the PEA Agreement: Lauren Schmidt, Devon Murtagh, Elizabeth Follis

- 11.03b Appoint Mr. Steven H. Sinclair as a bus driver for the 2015/2016 school year to be utilized on an as need basis for the 2015/2016 school year at a rate of \$19.00/hr. pending criminal history review.
- 11.03c Approve a leave of absence extension for Mrs. Melanie Gerner, teacher at Charles Street School, to 2/1/2016 (previously approved from 9/1/2015 to 12/31/2015).
- 11.03d Appoint Ms. Rachel Odgers as a teacher replacement for Mrs. Melanie Gerner who is on a leave of absence, from 9/1/2015 through 2/1/2016, at a salary of \$51,068 pro-rated (BA, Step 1).
- 11.03e Appoint Mrs. Marie Dicks as a long term teacher replacement for Ms. Renee Hoffecker from 11/12/2015 until such time as Ms. Hoffecker may return to her assignment, at a salary of \$51,068 pro-rated.

Roll Call Vote Full Board

Motion: Mr. Austin

Second: Mr. Quigg

Ayes: (8) Mr. Norcross, Mr. Quigg, Mr. Russell, Mr. Warnock, Mr. Kay, Ms. Gilmore, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

12 Business, Finance and Operations

12.01 Certification

Pursuant to NJAC 6:20-2.13(e), we certify that as of September 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. Quigg

Second: Mr. Norcross

Ayes: (8) Mr. Norcross, Mr. Quigg, Mr. Russell, Mr. Warnock, Mr. Kay, Ms. Gilmore, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

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

12.02a Accept and approve for submission the District Report of Transported Resident Students.

Roll Call Vote Full Board

Motion: Mr. Russell

Second: Mr. Kay

Ayes: (8) Mr. Norcross, Mr. Quigg, Mr. Russell, Mr. Warnock, Mr. Kay, Ms. Gilmore, Mr. Austin,

Ms. Brett
 Nays: (0) none
 Abstentions: (0) none

13 Policy and Curriculum

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

- 13.01a +Accept the findings from the New Jersey Department of Education regarding the revised QSAC District Improvement Plan (DIP) in the area of instruction and program.
- 13.01b +Accept the Business Administrator's merit goals for 2015/2016 as approved by the Burlington County Superintendent of Schools.
- 13.01c Adjust the 2015/2016 district calendar to reflect Fitness Day at Charles Street as 6/3/2016 (previously approved as 6/10/2016) due to scheduling conflicts.
- 13.01d Approve The Learning Well for Functional Behavior Assessments, Behavioral Consultants and Behavioral Consultant Behavioral Analyst for the 2015/2016 school year.
- 13.01e Homebound Instruction:
 - student #7039586670 beginning 10/13/2015
 - student #8871312832 beginning 11/9/2015
- 13.01f Allow student #6517020347 to compete in the BCSL Swim Open at Burlington County College on January 29, 2016 and any of the NJSIAA open competitions that she may qualify for under the guidance of Mr. Michael Papenberg and Mrs. Danielle Willard as volunteers.

Roll Call Vote Full Board

Motion: Mr. Norcross Second: Mr. Austin

Ayes: (8) Mr. Norcross, Mr. Quigg, Mr. Russell, Mr. Warnock, Mr. Kay, Ms. Gilmore, Mr. Austin, Ms. Brett
 Nays: (0) none
 Abstentions: (0) none

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

- 13.02a +Approve the job description for After School Care Academic Planner (#E17)
- 13.02b Approve the following fund raisers:
 - Environmental Science Club (Kelly Gallagher)
Collect old electronic equipment and send them to Planet Green Recycle from 11/12/2015 to 6/1/2016. The company will donate money for each item collected.
 - Class of 2016 (Eric Mehler)
Run the basketball concession stand in the cafeteria during home boys and girls basketball games. Money raised will go towards the 2016 Disney trip.
 - German Club (Katie DeMarco)

Sell gummy bears and Advent Calendars from 11/2/2015-12/1/2015 to help raise funds for class trips throughout the year.

- Class of 2018 (Alex Torrance)
Sell discount cards (thediscountcard.com) at the PHS craft fair on 12/5/2015 to raise money for the class of 2018.
- 8th Grade Class (Jen VanZandt)
 - Sell Turkey Grams from 11/9-11/25 in PHS to raise money for their class trip to the Philadelphia Holocaust Museum.
 - Teacher dress down day in PHS on 11/13/2015 to raise money for their class trip to the Philadelphia Holocaust Museum.
 - Hold a bake sale on 11/18/2015 in PHS to raise money for their class trip to the Philadelphia Holocaust Museum.
- The Palmyra Soccer Parents (Gina Tait)
 - Sell “Palmyra” scarves to raise money for the boys and girls soccer teams. The scarf sale would take place from 11/11/2015 until all scarves have been sold.
- *National Honor Society (John Yoon)
 - Gift Wrapping at Riverton County Club on 12/22/2015 to raise funds for USO stocking stuffers to cover shipping costs

- 13.02c Accept the following donated items:
- HP Laser Jet Pro 400 MFP for the high school Nurse’s office
- 13.02d Approve the Palmyra Junior Wrestling Club to clean and paint the Palmyra High School pit as a community service project.
- 13.02e +Approve the Winter Sports Schedules as submitted.
- 13.02f Approve the formation of the Palmyra Gay Straight Alliance under the guidance of volunteer staff advisors: Sabrina Bonner, Katie DeMarco, Lindsay Brooks, Samantha Crean
- 13.02g Approve the formation of an FTC FIRST Robotics Club at Palmyra High School serving students in grades 7-12.

Roll Call Vote Full Board

Motion: Mr. Quigg Second: Mr. Norcross

Ayes: (8) Mr. Norcross, Mr. Quigg, Mr. Russell, Mr. Warnock, Mr. Kay, Ms. Gilmore, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

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

- 13.03a Approve the following fund raisers:
- Palmyra PTA (Kathy Hartman)
Sell snacks during indoor soccer games at CSS on the following dates:
1/2, 1/9, 1/16, 1/23, 2/6, 2/20 and 2/27
 - Student Council Activities during the month of December (Mr. Pease/Ms. Geiser)
-Dress Down Day at a cost of \$5.00

- Student Council Members will collect change from classrooms
- Flyer sent home in student packet to solicit small donations from able families

Roll Call Vote Full Board

Motion: Mr. Quigg Second: Mr. Kay

Ayes: (8) Mr. Norcross, Mr. Quigg, Mr. Russell, Mr. Warnock, Mr. Kay, Ms. Gilmore, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

14 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.

14.01 Recognition of members of the Public

Ms. Jablonski offered her congratulations with regard to decisions made regarding co-curricular activities, asked for clarification concerning the Academic Planner position, and made note of an upcoming activity at the High School.

14.02 Recognition of members of the Board
None

15 Adjournment

Voice Vote by Full Board


Motion: Mr. Quigg

Second: Mr. Russell

Vote: Unanimous

Time: 7:49 p.m.

Respectfully Submitted,



William R. Blatchley
School Business Administrator/Board Secretary