

## MINUTES

DECEMBER 9, 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 December 4, 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. Beck, Ms. Brett, Ms. Gilmore, Mr. Gural, Mr. Kay, Mr. Norcross, Mr. Russell,

Mr. Quigg (7:09 p.m.), Ms. Knudson, Mr. Warnock (7:20 p.m.), Mr. Gravano

Absent: none

5 Presentations

## 5.01a CSS Presentations

i. Mr. Pease introduction

ii. Mr. DeFranco

1. Soloist – “Let It Go”

2. Brass Ensemble – “Jingle Bells”

iii. PACE – Flower Show

## 5.01b Students of the Month

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

Cameron Woodard – 6<sup>th</sup> Grade

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

Kaya Robinson - 7<sup>th</sup>/8<sup>th</sup> Grade  
Matthew DuBas - 9<sup>th</sup>/10<sup>th</sup> Grade  
Sydney Ogolzalek - 11<sup>th</sup>/12<sup>th</sup> Grade

5.01c PHS Presentations

- i. Mr. Holloway introduction
- ii. Mr. Papenberg introduction
  1. Marching Band – Mr. Moore
  2. Cheerleaders – Mr. Papenberg covering for Mrs. Murphy
  3. Cross Country – Mr. Slocum
  4. Girl’s Tennis – Mr. Hiller
  5. Girls’ Soccer – Mr. Matt Papenberg
  6. Boys’ Soccer – Mr. Mike Papenberg
  7. Football – Mr. Geisel

5.02 Recognition of Service

**5.02a** *WHEREAS, Lori Gilmore, member of the Palmyra Borough Board of Education; and*

*WHEREAS, in recognition of her dedication to the students of the Borough of Palmyra for the period of*

*2013-2015*

*WHEREAS, she honorably served the community of Palmyra Borough with fairness and professionalism;*

*NOW THEREFORE BE IT RESOLVED, that we, the Members of the Board, do hereby extend to Lori Gilmore our sincere and grateful appreciation for her dedicated service to the Palmyra Board of Education, and our best wishes to her for continued success, happiness, and good health in the years to come.*

**5.02b** *WHEREAS, John Gural, member of the Palmyra Borough Board of Education; and*

*WHEREAS, in recognition of his dedication to the students of the Borough of Palmyra for the period of*

*2013-2015*

*WHEREAS, he honorably served the community of Palmyra Borough with fairness and professionalism;*

*NOW THEREFORE BE IT RESOLVED, that we, the Members of the Board, do hereby extend to John Gural our sincere and grateful appreciation for his dedicated service to the Palmyra Board of Education, and our best wishes to him for continued success, happiness, and good health in the years to come.*

**5.02c** *WHEREAS, Sandra Cintron, member of the Palmyra Borough Board of Education; and*

***WHEREAS**, in recognition of her dedication to the students of the Borough of Palmyra for the period of*

*2013-2015*

***WHEREAS**, she honorably served the community of Palmyra Borough with fairness and professionalism;*

***NOW THEREFORE BE IT RESOLVED**, that we, the Members of the Board, do hereby extend to Sandra Cintron our sincere and grateful appreciation for her dedicated service to the Palmyra Board of Education, and our best wishes to her for continued success, happiness, and good health in the years to come.*

5.03 NJSBA Presentation of the Proposed 5 Year Strategic Plan  
Mr. Jesse Adams representing NJSBA presented the results of the districts strategic planning process.

5.04 PARRC - Presentation of 2015 results  
Mr. McBride gave a short presentation regarding district level PARCC scores

6 Reports

6.01 Superintendent - none

6.02 Board Committees

6.02a Policy & Curriculum

Mr. Russell reported that the committee did not meet in the month of November.

6.02b Finance & Physical Plant

Mr. Kay reported that the committee did not meet in the month of November. Mr. Kay then presented the Buildings and Grounds report for the month of November.

6.02c Human Resources & Negotiation

Ms. Brett reported that the committee met on 16 November to discuss the personnel items contained in this agenda. Ms. Brett then noted that she and Mr. McBride had attended the Riverton Board of Education meeting on 24 November.

6.03 Sending District Reports

6.03a Beverly

Ms. Knudson thanked the students of Interact for their help and support at the Beverly City Community Day celebration.

6.03b Riverton

Mr. Warnock acknowledged the attendance of Ms. Brett and Mr. McBride at the 24 November meeting of the Riverton Board of education and highlighted discussions at that meeting regarding the sharing of services and resources among the districts. He also noted that Riverton set the tuition for regular education Pre-K at \$2,850.00 for the upcoming year.

6.04 Student Representative

Mr. Gravano reported that the combined Honor Societies had collected enough material to ship 110 stockings to troops overseas through the USO Stocking Stuffer program. He noted that the Palmyra Players will be painting the stage over the holiday period and that Interact and Charles Street School were both sponsoring Toys for Tots.

6.05 PTA

Ms. Hartman made note of the following:

- The spirit gear sale ended on November 13th. The total number of garments sent for print was 218, plus 30 hats. Total sales amounted to \$3,999. Orders will arrive this weekend. Thanks to Dawn Guglielmucci and her committee for making this a great sale!
- On November 17th the PTA provided bagels, coffee, & orange juice for teachers at Charles Street and PHS in honor of American Education Week. She expressed the PTA's appreciation for staff efforts on behalf of students.
- The Holiday Shop ran from November 30th thru December 4th.
- The 6th grade committee concluded the Poinsettia sale on December 2nd.
- The mitten tree is up thanks to Mrs. Adams and her Girl Scout troop. The PTA will be collecting gloves, scarves, and hats that still have the tags on them until December 21st. All items collected will go to the Providence House.
- The PTA will be teaming up with the Palmyra-Riverton Soccer Club for the winter indoor soccer program. The PTA will be selling refreshments during Saturday event during January and February.
- The PTA will be hosting its first cultural arts assembly on December 22nd. The program will be Holidays around the World theater production. There will be two shows, one at 9 a.m. and one at 10 a.m.
- The next PTA meeting is on January 5th, 2016 at 7 p.m. in Charles Street School.

6.06 Borough Liaison

Ms. Arnold thanked all participants for their efforts in developing the districts strategic plan and announced that the reorganization meeting for the Borough of Palmyra would take place on January 2nd at Charles Street School.

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 November 2015
- 9.01b +Health Report for November 2015
- 9.01c +HIB Report for November 2015
- 9.01d +Violence, Vandalism & Substance Abuse Report for November 2015
- 9.01e +Fire/Safety/Bus Drills for November 2015
- 9.01f Volunteers:  
Rebekah Strum, Jennifer Pineiro,  
Joanne Groff, Linda DeMarco, Joe DeMarco

9.01g	<u>Substitutes pending criminal history review:</u>		
	John Munro	Teacher	\$70.00/day
	Amanda Moretto	Teacher	\$70.00/day
	Mary Petrucelli	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 November 2015 representing hand and machine checks totaling \$1,891,715.23
  - 9.02b +Board Secretary's Report for October 2015 and the Treasurer's Report for October 2015 which have been found to be in agreement with the exception of Fund 40 which indicates a difference of \$9,420 resulting from an adjustment made on 10/31/2015 (close of reporting period) but not reflected in the Secretary report until 11/1/2015 (next reporting period).
  - 9.02c +Transfer Report for November 2015
  - 9.02d +Cafeteria Report for November 2015
  - 9.02e +Minutes of Regular Meeting on November 11, 2015

**Roll Call Vote Full Board**

Motion: Mr. Quigg                      Second: Mr. Austin

Ayes: (11)      Mr. Norcross, Mr. Quigg, Mr. Russell, Ms. Knudson (9.02a-d), Mr. Warnock, Mr. Kay, Ms. Beck, Ms. Gilmore, Mr. Gural, Mr. Austin, Ms. Brett

Nays: (0)      none

Abstentions: (1) Ms. Knudson (9.02e)

10 Old Business - None11 Personnel

- 11.01 BE IT RESOLVED that the following personnel actions are hereby approved as recommended by the Superintendent:
- 11.01a +Accept the resignation of Ms. Leslie Dobbs, Health/PE Teacher at Palmyra High School and middle school girl's basketball coach effective 11/19/15.
  - 11.01b Appoint Mr. John Geisel as the mentor for Mr. Michael Knazek, Science teacher at Palmyra High School.
  - 11.01c Appoint Ms. Christiana Quinton as the middle school girl's basketball coach at a stipend of \$1,431.

**Roll Call Vote Full Board**

Motion: Mr. Norcross                      Second: Mr. Quigg

Ayes: (11) Mr. Norcross, Mr. Quigg, Mr. Russell, Ms. Knudson, Mr. Warnock, Mr. Kay, Ms. Beck,  
Ms. Gilmore, Mr. Gural, Mr. Austin (9.02b-e), Ms. Brett  
Nays: (0) none  
Abstentions: (1) Mr. Austin (9.02a)

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

11.02a Approve a salary adjustment for Mr. Joseph Rosato from \$63,874 (MA+30, Step 9) to \$64,574 (MA+45, Step 9) to reflect completed graduate credits, effective 2/1/16.

11.02b Approve the following After School Academic Staff appointments at a rate of \$32.50 per hour for the period of 1/4/16 through 3/28/16 in accordance with program requirements:

Jennifer Allen	CJ Blatchley	Agatha Williams
Karla O'Connell	Stephanie Cancglin	Kristen Marrazzo
Jamie Patchel	Karen DeCesare	Kelly Gallagher
Elizabeth Follis	Joseph Rosato	Lindsay Brooks

#### Roll Call Vote Full Board

Motion: Mr. Quigg Second: Ms. Beck

Ayes: (11) Mr. Norcross, Mr. Quigg, Mr. Russell, Ms. Knudson, Mr. Warnock, Mr. Kay,  
Ms. Beck, Ms. Gilmore, Mr. Gural, 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 October 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. Austin

Ayes: (11) Mr. Norcross, Mr. Quigg, Mr. Russell, Ms. Knudson, Mr. Warnock, Mr. Kay,  
Ms. Beck, Ms. Gilmore, Mr. Gural, 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 Authorize the Business Administrator to direct the district's third party administrator, The Omni Group, to add a Roth 403(b) to the list of approved 403(b) options.

### Roll Call Vote Full Board

Motion: Mr. Austin

Second: Mr. Quigg

Ayes: (11) Mr. Norcross, Mr. Quigg, Mr. Russell, Ms. Knudson, Mr. Warnock, Mr. Kay,  
Ms. Beck, Ms. Gilmore, Mr. Gural, 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 Palmyra School District's 5 Year Strategic Plan.

### Roll Call Vote Full Board

Motion: Mr. Quigg

Second: Mr. Austin

Ayes: (11) Mr. Norcross, Mr. Quigg, Mr. Russell, Ms. Knudson, Mr. Warnock, Mr. Kay,  
Ms. Beck, Ms. Gilmore, Mr. Gural, 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 following field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
11/19/2015	Bordentown Regional High School	Gr. 11-12/Mrs. Crean
12/15/2015	Charles Street School for concert	Jr. High Marching Band/Mr. Moore
12/17/2015	Riverton School for concert	Jr. High Marching Band/Mr. Moore

13.02b Approve the following fund raisers:

- Class of 2018 (Alex Torrance)
  - Staff Dress Down Day on 12/18/2015 (\$5.00)
  - Bake Sales on 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays from January-May 2016
  - Valentine Day Candy Grams (\$.50 each) from Feb 1-12, 2016
- Senior Class (Eric Mehler)
  - Collect \$.25 from students Dec. 16-18, 2015 in order to supply hams for the homeless

13.02c Approve student #6803619014 to attend Burlington County Alternative High School for the remainder of the 2015/2016 school year at a tuition rate of \$18,678.00 pro-rated, effective 11/20/2015.

13.02d Approve homebound instruction for student #7067292990 from 11/19/2015 to 11/27/2015.

13.02e Accept the following donations from Ms. Leslie Dobbs:  
Cards, dice, pinnies, dome cones, volleyballs, basketballs, bean bags.

**Roll Call Vote Full Board**

Motion: Mr. Norcross Second: Mr. Austin

Ayes: (11) Mr. Norcross, Mr. Quigg, Mr. Russell, Ms. Knudson, Mr. Warnock, Mr. Kay,  
Ms. Beck, Ms. Gilmore, Mr. Gural, Mr. Austin (13.02a-d), Ms. Brett

Nays: (0) none

Abstentions: (1) Mr. Austin (13.02e)

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. Foster noted her disappointment at the reaction over the marching band scheduling conflict on December 5, 2015.

14.02 Recognition of members of the Board

Mr. Russell spoke to the success of the strategic plan process.

Mr. Gural expressed congratulations regarding the strategic plan process and his thanks for being given the opportunity to serve on the Board of Education.

Mr. McBride wished everyone a happy holiday.

15 Adjournment

**Voice Vote by Full Board**

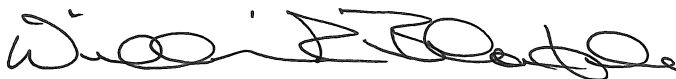
Motion: Mr. Quigg

Second: Mr. Gural

Vote: Unanimous

Time: 9:12 p.m.

Respectfully Submitted,



William R. Blatchley  
School Business Administrator/Board Secretary