

REORGANIZATION

Minutes

January 6, 2016

The Board Secretary will act as temporary chair to conduct the meeting prior to the election of the President and Vice President of the Board.

1 Call to Order

The meeting was called to order at 7:00 p.m. The Board Secretary 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 23, 2015.

2 Moment of Silent Meditation

3 Salute to the Flag

4 Official Election Results

The Board Secretary read the official election results

Three Year Term

Nicolas Sarracino	1019
John Kay	981
Amy Austin	27
Karen Bullock	8
James Alturo	8
Personal Choice	81

One Year Unexpired Term

Laurie Beck	1085
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5 The Board Secretary administered the oath of office to elected members: Mr. Kay, Mr. Sarracino, Ms. Austin and Ms. Beck.

6 Roll Call

Mr. Keith Austin
 Ms. Amy Austin
 Ms. Laurie Beck
 Ms. Nancy Brett
 Mr. John Kay
 Mr. Howard Norcross
 Mr. John Quigg
 Mr. Mark Russell

Mr. Nicolas Sarracino
 Mr. Scott Warnock (Riverton Representative)
 Ms. Mary Ellen Knudson (Beverly Representative)
 Mr. Gravano (Student Representative)

Present: Mr. Austin, Ms. Austin, Ms. Beck, Ms. Brett, Mr. Kay, Mr. Norcross, Mr. Quigg, Mr. Russell,
 Mr. Sarracino, Mr. Warnock, Mr. Gravano

Absent: Ms. Knudson

6.01 Board Secretary opened nominations for President of the Palmyra Board of Education. Mr. Quigg nominated Ms. Brett. Ms. Brett accepted the nomination. Seeing no more nominations the Board Secretary closed the nominating process and conducted a vote by show of hands of the Palmyra members present. Ms. Brett received unanimous consent thereby receiving the five votes required by Board Policy to be elected President.

Ms. Brett was seated as the Board President and the Board Secretary relinquished the chair to her.

6.02 Ms. Brett opened nominations for Vice President of the Palmyra Board of Education. Mr. Quigg nominated Mr. Austin. Mr. Austin accepted the nomination. Seeing no more nominations Ms. Brett closed the nominating process and conducted a vote by show of hands of the Palmyra members present. Mr. Austin received unanimous consent thereby receiving the five votes required by Board Policy to be elected President.

Mr. Austin was seated as the Board Vice President.

Having completed the reorganization process, Ms. Brett began the business portion of the meeting.

7 Presentations

7.01 Audit Presentation

Mr. Marrone presented an overview of the audit to include an explanation of the two recommendations. Ms. Brett then inquired about the overall financial position of the district. Mr. Marrone explained that the district was in a good position financially.

7.02 Students of the Month

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

Danica Haines – 6th Grade

Mr. Austin, Mr. McBride, Mr. Holloway and Mr. Tracy presented the awards for student of the month at Palmyra High School to:

Erin Wolf - 7th/8th Grade

Boris Manjic - 9th/10th Grade

Eric Blatz - 11th/12th Grade

7.03 PACE Committee

A number of the PACE committee members were ill so the presentation was postponed until the February meeting.

7.04 Teachers/Educational Service Professionals of the Year:

Mr. Austin, Mr. McBride and Mr. Pease presented the awards for Teacher of the Year and Educational Service Professional of the Year at Charles Street School to Ms. Karla O'Connell, Teacher of the Year and Ms. Barbara Vieira, Educational Service Professional of the Year.

- Mr. Austin, Mr. McBride and Mr. Holloway presented the awards for Teacher of the Year and Educational Service Professional of the Year at Palmyra High School to Ms. Sabrina Clark-Bonner, Teacher of the Year and Ms. Kimberly Martino, Educational Service Professional of the Year.

7:42 p.m. Ms. Brett recessed the meeting for refreshments and pictures.

8:00 p.m. Ms. Brett ended the recess to continue the meeting.

8 Reports

8.01 Superintendent

1. Mr. McBride congratulated newly elected BOE members, BOE president and vice president
2. District Attendance at Borough of Palmyra Reorganization
 - a. Held on 1/2/2016 at CSS
 - b. Congratulation to Mayor Arnold, Councilman Yetter, and Councilwoman Tucker on their election and appointment
 - c. Councilman Bryan Norcross is now the Council president and will also serve as liaison to the BOE; welcome
 - d. Superintendent presented on behalf of the school district and BOE
 - e. Two PHS students presented at the meeting:
 - i. Natalie Janowicz – sang the National Anthem
 - ii. John Kay – Student Council president
3. PHS Drama Club
 - a. Presents “The Music Man” on March 11th and 12th at 7:00 PM (Sunday show TBD)
 - b. Full musical presentation returns to PHS Theater!
4. Elevate Education Proposal
 - a. Pilot program for 9th Grade students providing instruction in the areas of:
 - i. Study skills, time management, and memory & mnemonics
 - ii. Additional test taking strategies
 - b. Parent and staff training (one day each) to be scheduled
 - c. Proposed Dates: 1/21, 3/10, and 5/5
 - d. Pilot total cost: \$2,775.00
 - e. Outcomes to be reviewed in consideration for 2016-2017 launch to additional grade levels at CSS and PHS (7th, 9th, and 11th grade)

8.02 Board Committees

As a part of the reorganization process the Board President will appoint or affirm committee assignments prior to the next scheduled committee meeting date of January 20th, 2016.

8.02a Policy & Curriculum

8.02b Finance & Physical Plant

8.02c Human Resources & Negotiation

Ms. Brett noted that the committee met in December for the purpose of preparing for upcoming negotiations.

8.03 Sending District Reports

8.03a Beverly - no report

8.03b Riverton - Mr. Warnock announced that he had been re-appointed as the Riverton representative to Palmyra and that Mr. Croft had been re-elected president of the Riverton Board of Education.

8.04 Student Representative

Mr. Gravano made note of the student award ceremony at Charles Street and subsequent faculty volleyball game which took place in December. He went on to report on the recent Student Council conference and workshops.

8.05 PTA

Ms. Hartman gave the following report:

- She congratulated the new Board of Education members on their recent election and thanked all of the members for their efforts on behalf of students.
- She congratulated the teacher and educational service professionals of the year and noted that their hard work and dedication to their job and students are an inspiration.
- She noted the success of the mitten tree project.
- Ms. Hartman reported that the first cultural arts assembly was successfully held on December 22nd.
- She noted the start of PTA indoor soccer snack bar season on Saturday January 9th.
- The PTA has tentatively scheduled a 3rd and 4th grade family game night event for January 29th.
- The next PTA meeting will be on February 2nd, 2016

8.06 Borough Liaison

- Mayor Arnold thanked Mr. McBride and the High School students who participated in the January 2nd Borough reorganization.
- The Mayor then spoke to:
 - The Wellness Campaign
 - Community Garden Program
 - A quarterly newsletter to include a "Community Spotlight" section
 - Efforts toward growing the Municipal Alliance program
- The Mayor then introduced Mr. Brian Norcross, Borough Council President, as the new Liaison to the Board of Education.
 - Mr. Norcross spoke about holding a Youth Summit in March and inquired about the school districts support and participation.

9 Correspondence

Ms. Brett noted receipt of two letters from the Burlington County Executive Superintendent authorizing Board representation by Riverton and Beverly based on student enrollment.

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.

Ms. Jablonski spoke to a correction on the subject of the Palmyra Arts Club (11.01e) and in support of the Elevate Education program (15.02f).

11 Routine Business

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

11.01a +Enrollment Report for December 2015

11.01b +HIB Report for December 2015

11.01c +Fire/Safety Drills for December 2015

11.01d +Violence, Vandalism, Substance Abuse Reports for December 2015

11.01e Palmyra Arts Boosters:

Christine Cox	James Cox	Jill Croft
Walter Croft	Kathy Hartman	Scott Hartman
Jon Janowicz	Renee Janowicz	Sue Kay
Sharon Lake	Stephen Lake	Karen Jendrzejewski
Kim Robinson	Wendy Stocker	Linda Yansick

11.01f Substitutes:

Joan R. Collazo, Teacher, \$70.00/day

Heather Thress, Homebound Instructor to be utilized as needed, \$30.00/hr.

Benjamin Nixon, Bus Driver to be utilized as needed, \$19.00/hr.

Sabrina Brinkley, Substitute shift custodian, \$76.00 per diem.

Voice Vote by Full Board

Motion: Mr. Norcross

Second: Mr. Quigg

Vote: Unanimous

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

11.02a +Minutes of December 9, 2015

11.02b +Board Secretary and Treasurer's Reports for November 2015 which have been found to be in agreement.

11.02c Travel and Professional Development:

<u>Staff Member</u>	<u>Name/Date of Workshop</u>	<u>Cost</u>	<u>Location</u>
Robert Reimer	TechSpo Convention 1/29-30	\$553.72	Atlantic City, NJ
David Ritchie	TechSpo Convention 1/29-30	\$553.72	Atlantic City, NJ
Stacy Saia	TechSpo Convention 1/29-30	\$420.00	Atlantic City, NJ
Jeff Moore	Travel to All State Band Auditions 1/23	\$42.16	Edison, NJ
Jeff Moore	Travel to All South Jersey HS Band Rehearsal/Concert 1/15, 17	\$18.91	Glassboro, NJ
Jeff Moore	Travel to All South Jersey Choir Rehearsal/Concert 1/31	\$9.30	Voorhees, NJ
Jeff Moore	Travel to NJMEA State Music Convention with All State Choir Rehearsal/Concert 2/18-20	\$120.00	East Brunswick, NJ
Kim Martino	NJ State Assoc. of Student Councils 12/14	\$25.42	Monmouth, NJ
Joe Rosato	2016 NJTESOL/Southwestern Regional Conference 12/6	\$65.00	Glassboro, NJ
Barbara Vieira	Identify Reading Problems &	\$645.00	Voorhees, NJ

Target Instruction to Help
Struggling Readers 3/7-8
2016 Conference for NJ Kinder-
Garten Teachers 2/22-23

Lynn Mills \$425.20 Atlantic City, NJ

Roll Call Vote Full Board

Motion: Mr. Russell Second: Mr. Norcross

Ayes: (10) Mr. Kay, Mr. Norcross, Mr. Quigg, Mr. Warnock, Mr. Russell, Mr. Sarracino (11.02b-c),
Ms. Austin (11.02b-c), Ms. Beck, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (2) Mr. Sarracino (11.02a), Ms. Austin (11.02a)

12 Old Business - None13 Personnel

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

13.01a Approve the Superintendent's request to enroll in the Educational Doctorate Program at Stockton University effective January 22, 2016 as per the terms and conditions set forth in the effective contract.

13.01b Approve Sabrina Clark-Bonner as a homebound instructor for 2015/2016 at a rate of \$30.00/hr.

13.01c +*Accept the letter of intent to retire from Ms. Elizabeth Marron effective 7/1/16.

Roll Call Vote Full Board

Motion: Mr. Quigg Second: Mr. Norcross

Ayes: (10) Mr. Kay, Mr. Norcross, Mr. Quigg, Mr. Warnock, Mr. Russell, Mr. Sarracino, Ms. Austin,
Ms. Beck, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

Business, Finance and Operations14.01 Certification

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

Ayes: (10) Mr. Kay, Mr. Norcross, Mr. Quigg, Mr. Warnock, Mr. Russell, Mr. Sarracino, Ms. Austin,
Ms. Beck, 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 Accept the 2014/2015 audit as presented and discussed. A copy of the audit summary has been made available to the public and for distribution.

14.02b Accept the audit recommendations as presented and discussed.

14.02c +Approve the 2014/2015 corrective action plan, signed by the Superintendent and the School Business Administrator as presented and discussed.

Roll Call Vote Full Board

Motion: Mr. Norcross Second: Mr. Kay

Ayes: (10) Mr. Kay, Mr. Norcross, Mr. Quigg, Mr. Warnock, Mr. Russell, Mr. Sarracino, Ms. Austin, Ms. Beck, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

14 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 That the Board hereby adopts the current Board policies, procedures and practices and all current appointments and contracts currently in force through the end of the 2016 calendar year.

15.01b That the following list of dates for the regular meetings of the Palmyra Board of Education are hereby approved by the Board until the next reorganization meeting as per Board of Education Policy.

Official Public Meetings

All such meetings are to be held on the second Wednesday of each month at 7:00 p.m. in the Delaware Avenue All Purpose Room, 301 Delaware Avenue, Palmyra, New Jersey 08065, except where noted. Action will be taken at these meetings.

2016 Board Meeting

6 January (Reorganization)
10 February
9 March (Preliminary budget approval – tentative)
13 April (Budget adoption - tentative)
27 April (Budget hearing - tentative)
11 May (Meeting to be held at CSS All Purpose Room)
8 June
July - No Meeting
10 August
14 September

2016 Committee Meeting

20 January
17 February
23 March
20 April

25 May

20 July
24 August
28 September

12 October
 9 November
 14 December (Meeting to Be Held at PHS Auditorium)
 4 January 2017 (Reorganization)

26 October
 21 November

Roll Call Vote Full Board

Motion: Mr. Quigg Second: Mr. Sarracino

Ayes: (10) Mr. Kay, Mr. Norcross, Mr. Quigg, Mr. Warnock, Mr. Russell, Mr. Sarracino, Ms. Austin, Ms. Beck, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

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

15.02a Approve student #8620384728 to attend Burlington County Alternative High School for the remainder of the school year at a tuition rate of \$18,678 pro-rated effective 12/4/15.

15.02b Approve the following field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
1/8/16 (rescheduled from 12/13/15)	Holocaust Awareness Museum in Phila., PA	Gr. 8/Ms. VanZandt
*1/17/16	Millstone River School in Plainsboro, NJ	Robotics Club/Mr. Yoon
2/2/16	Rowan College at Burlington County (RCBC) Pemberton Campus	Gr. 9-12/Consumer Affairs Club/Mr.Dyl

15.02c Approve the U.S. Army to lead high school physical education classes in the high school gym on January 19, 2016 for grades 9-12 under the supervision of PHS Health/PE certified teachers.

15.02d Approve the following fund raisers:

- Palmyra Wrestling (Jack Geisel)
 - Sell refreshments in the PHS cafeteria during all home matches (12/21, 12/30, 1/6, 1/9, 1/20, 1/30, 2/3, 2/6 and 2/11)
- Class of 2017 (Laura Masich)
 - Hold bake sales after school on 1/19, 2/16, 3/15
 - Sell Wawa hoagie coupons for \$4.00 each until they run out of coupons (sale would begin immediately after approval)
- Palmyra Arts Club
 - Broadway Breakfast 1/1 to 1/10 (Renee Janowicz)
 - T-Shirt Sale 1/1 to 3/15 (Lisa Jablonski)
- Gay Straight Alliance (Katie DeMarco, Sabrina Bonner, Chris Tracey, Lindsay Brooks)
 - Bake sale 1/22

15.02e Approve homebound instruction, in accordance with Policies 2412 and 2481, for the following students:

- student #9102312028
- student #8259026857

15.02f Approve the ninth grade pilot of the Elevate Education Program for the remainder of the 2015/2016 school year at a cost of \$2,775.00.

Roll Call Vote Full Board

Motion: Mr. Norcross Second: Mr. Quigg

Ayes: (10) Mr. Kay, Mr. Norcross, Mr. Quigg, Mr. Warnock, Mr. Russell, Mr. Sarracino, Ms. Austin, Ms. Beck, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

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

15.03a Approve the following field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
3/9/16	Memorial School Cinnaminson, NJ for Brain Drain	Gr. 4 G&T/Mrs. Falcone

15.03b Approve homebound instruction, in accordance with Policies 2412 and 2481, for the following students:

- student #1012788434
- student #3351831245

15.03c *Approve the transfer out of district of student #8379068616 for homeschooling.

Roll Call Vote Full Board

Motion: Mr. Quigg Second: Mr. Austin

Ayes: (9) Mr. Kay, Mr. Norcross, Mr. Quigg, Mr. Russell, Mr. Sarracino, Ms. Austin, Ms. Beck, 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 be recognized at this time.

16.02 Recognition of members of the Board

Mr. Russell asked that the Curriculum Committee be provided with an update regarding progress towards meeting the current year's graduation requirements.

Mr. Sarracino expressed his thanks to those who assisted in his recent election to the Board and noted that he was looking forward to serving.

Ms. Brett presented information regarding the Board's efforts to fund the marching band.

Mr. Russell noted that he believes public comments at the December Board meeting regarding the band were intended to convey a different message.

Ms. Brett wanted to be sure that the record regarding funding for the marching band was clear.

17 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 9:00 pm 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 collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public.
 - Negotiations between the Palmyra Board of Education and the Palmyra Education Association
- 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.
 - Litigation update
- 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 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 at a public meeting.
 - Personnel

BE IT FURTHER RESOLVED that the afore stated meeting shall be closed to the public for the reasons set forth above, in accordance with the OPEN PUBLIC MEETINGS ACT and that the discussion in closed session will be disclosed to the public at such time as it is no longer necessary to maintain the confidential nature of the items discussed. No action will be taken upon the Boards return from Executive Session.

Voice Vote by Full Board

Motion: Mr. Austin
Second: Mr. Quigg
Vote: Unanimous
Time: 8:39pm

18 Return from Closed Session

Voice Vote by Full Board

Motion: Mr. Quigg
Second: Mr. Austin
Vote: Unanimous
Time: 10:32pm

19 Adjournment

Voice Vote by Full Board

Motion: Mr. Quigg
Second: Mr. Austin
Vote: Unanimous
Time: 10:33pm

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "William R. Blatchley", with a long, sweeping horizontal line extending to the right.

William R. Blatchley
School Business Administrator/Board Secretary