

Minutes
February 10, 2016

1 Call to Order

The meeting was called to order at 7:01 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 February 5, 2016.

2 Moment of Silent Meditation

3 Salute to the Flag

4 Roll Call

Ms. Amy Austin
Mr. Keith Austin, Vice President
Mrs. Laurie Beck
Ms. Nancy Brett, President
Mr. John Kay
Mr. Howard Norcross
Mr. John Quigg
Mr. Mark Russell
Mr. Nicolas Sarracino
Mr. Warnock, Riverton Representative
Beverly Representative
Mr. Gravano, Student Representative

Present: Mr. Austin, Ms. Austin, Ms. Beck, Ms. Brett, Mr. Kay, Mr. Quigg (7:34 p.m.), Mr. Russell,
Mr. Sarracino, Mr. Gravano

Absent: Mr. Norcross, Mr. Warnock, Ms. Knudson

5 Presentations

5.01 Students of the Month

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

Marisa Kidd-Williams - 7th/8th Grade
Lily Beck - 9th/10th Grade
Jessica Goldschmidt - 11th/12th Grade

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

Naomi Caban - 6th Grade

5.02 Multicultural Day Assembly Program

Mr. Pease presented Ms. Kayla Kearney. Ms. Kearney explained her Multicultural Day and encouraged all to participate.

5.03 Prototype Panthers Robotics Team

Members of the new robotics team were presented to the Board. The team talked about their recent accomplishments and demonstrated their competition robot.

6 Reports

6.01 Superintendent

1. Detailed building and department updates have been provided to members under separate format.
2. Attended the February 1, 2016 Palmyra Borough meeting at the invitation of Honorable Mayor Arnold.
 - a. Provided input on the 4th Street "one-way" proposal
 - b. Welcomed Habitat For Humanity (Burlington County) and the new family that will be relocating to Palmyra
 - c. Groundbreaking for new H4H home will take place on February 17, 2016
3. PHS Drama Club
 - a. Presents "The Music Man" on March 11th and 12th at 7:00 p.m. (Sunday show TBD)
 - b. Full musical presentation returns to PHS Theater!
4. Elevate Education Proposal
 - a. Pilot program for 9th Grade students to be held on 2/16, 3/10, and 5/5
 - b. Parent training scheduled for 2/16 beginning at 6:30 p.m. at PHS
 - c. Staff training scheduled for 2/17 during after school PD session
5. Graduation Portfolio Update
 - a. Seniors must fulfill NJ DOE graduation requirements
 - b. 37 seniors initially identified
 - c. 23 seniors remain on the list to complete portfolios
 - i. ELA – scheduled for 2/16 (L. Foster)
 - ii. Math – scheduled for 2/18 (E. Mehler)
 - iii. Grading to be completed by 2/19
 - iv. Submission to C&I by 2/22
 - v. Submission to NJ DOE by 2/29
 - d. Parent letters sent home on 2/9
 - e. Broadcasts to parents will go out on 2/12 and 2/15 reminding them of portfolio dates

6.02 Board Committees

6.02a Policy & Curriculum

Mr. Russell reported that the committee met on 1/20/16. At that time the committee discussed the policies and regulations contained in this agenda and received an update on the progress being made regarding the review and update of various areas of the curriculum.

6.02b Finance & Physical Plant

Mr. Kay reported that the committee met on 1/20/16. The committee discussed the audit recommendations, apparel licensing, progress toward meeting the Affordable Care reporting requirements and the upcoming 2016-2017 budget. Mr. Kay then read the Buildings and Grounds report for January.

6.02c Human Resources & Negotiation

Ms. Brett reported that the committee had been meeting periodically as part of the ongoing negotiation process. She also noted that the next meeting would be held on 2/22/16.

6.03 Sending District Reports

6.03a Beverly - no report at this time

6.03b Riverton - no report at this time

Mr. Quigg took his seat at this time - 7:34 p.m.

6.04 Student Representative

Mr. Gravano reported on the swim team, a broken shot put record, National Signing Day, Honor Band participants, the results of NJ Student Council Executive Board election and a host of other activities and events which have taken place in Charles Street and Palmyra High School.

6.05 PTA

Ms. Hartman reported the following:

- On February 5th the PTA hosted a Family Night for 3rd and 4th graders and their families. A 5th and 6th grade family event is scheduled for March.
- The second book fair of the year is currently underway.
- The Cultural Arts committee is hosting The Reading Rocks magic show on February 11th at 6:30 p.m. in the Charles street gym.
- The Yearbook committee is asking for assistance in collecting pictures that have been taken this year at Charles Street for possible inclusion in the yearbook. The PTA thanked Ms. Katie Salvo, PEA President, for bringing the PEA's Teacher for a Day event to its attention.
- This year the PTA will be sponsoring Chrysa Smith as the Read Across America author.
- March 3rd is spring picture day.
- In conjunction with the Riverton PTO, the PTA has tentatively scheduled a Color Run for May 14th at Charles Street School.
- The next PTA meeting will be on March 1st, 2016.

6.06 Borough Liaison

Mr. Norcross spoke to the ongoing 4th Street project and the Youth Summit to be held in April. He also noted the opportunity presented by the Borough initiative - Community Spotlight.

7 Correspondence – Memorandum of Agreement with Law Enforcement

Ms. Brett acknowledged receipt of the executed Memorandum of Agreement with Law Enforcement.

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 January 2016
- 9.01b +Fire/Safety/Bus Drills for January 2016
- 9.01c +Health Report for January 2016
- 9.01d +HIB Report for January 2016
- 9.01e +Violence, Vandalism & Substance Abuse Report for January 2016
- 9.01f Substitutes pending criminal history review:

Elisee Armstrong	Teacher	\$70.00/day
Travis DiMartino	Teacher	\$70.00/day
Amanda Pelkey	Teacher	\$70.00/day
Tara Gee	Teacher	\$82.50/day
Steven Ferrado	Custodian	\$76.00/day

9.01g Paraprofessional Athletic Aides pending criminal history review:

- Aaron MacKenzie-Baseball
- Kyle Burke-Baseball
- Ed Sanderson-Baseball
- Amanda Pelkey-Softball
- Moral Best-Softball
- Dan Kelly-Boys Tennis

Voice Vote by Full Board

Motion: Mr. Austin

Second: Mr. Quigg

Vote: Unanimous

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

9.02a +Check Register for December 2015 representing hand and machine checks totaling \$2,113,941.07 and for January 2016 representing hand and machine checks totaling \$1,850,102.89

9.02b +Board Secretary's Report for December 2015 and the Treasurer's Report for December 2015 which have been found to be in agreement

9.02c +Transfer Report for December 2015

9.02d +Cafeteria Report for December 2015 and January 2016

9.02e +Minutes of Reorganization Meeting on January 6, 2016

9.02f Travel and Professional Development:

<u>Staff Member</u>	<u>Name/Date of Workshop</u>	<u>Cost</u>	<u>Location</u>
Nancy Brett	NJSBA Bargaining at the Table on 1/30/16	\$223.00	Monroe, NJ
Kristin Tyler	Google Educator Certification Boot Camp on 2/29-3/1/16	\$300.00	Mullica Hill, NJ
Gina Lewis	Assessment & Intervention for Executive Function Difficulties on 3/4/16	\$149.00	Mullica Hill, NJ
Stacy Saia	Using Gamification to Strengthen Student Learning & Engagement In the Content Areas on 3/10/16	\$239.00	Voorhees, NJ
Mark Pease	Executive School Leadership Topics on 3/7-3/8/16	\$299.00	Edison, NJ

Roll Call Vote Full BoardMotion: Mr. Quigg Second: Mr. Austin

Ayes: (8) Mr. Sarracino, Ms. Beck, Mr. Russell, Mr. Kay, Ms. Austin, Mr. Quigg, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

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 +Appoint Mr. Aaron MacKenzie as a Health/PE teacher at a salary of \$51,068 pro-rated, effective 2/1/16.
- 11.01b Appoint Mr. Sean Brady as a Novice Teacher Mentor for Mr. Aaron MacKenzie.
- 11.01c Approve Mr. Alan Springel as a homebound teacher for the remainder of the 2015/2016 school year at a rate of \$30.00/hr. as per the PEA Agreement.
- 11.01d Approve Mrs. Stacy Pogoda as After School Academic Staff at a rate of \$32.50/hr. for each hour worked in accordance with program requirements.
- 11.01e Appoint Ms. Jeanne C. Barber as the Affirmative Action Officer for the 2016/2017 school year.

Roll Call Vote Full Board

Motion: Mr. Russell Second: Mr. Austin

Ayes: (8) Mr. Sarracino, Ms. Beck, Mr. Russell, Mr. Kay, Ms. Austin, Mr. Quigg, Mr. Austin, Ms. Brett
 Nays: (0) none
 Abstentions: (0) none

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. Daniel Licata from \$53,386 (BA, Step 5) to \$56,261 (BA+30, Step 5) to reflect completed graduate credits, effective 2/1/16.
- 11.02b Approve a salary adjustment for Mrs. Deborah Falcone from \$63,876 (MA+15, Step 10) to \$66,126 (MA+30, Step 10) to reflect completed graduate credits, effective 2/1/16.

Roll Call Vote Full Board

Motion: Mr. Sarracino Second: Mr. Kay

Ayes: (8) Mr. Sarracino, Ms. Beck, Mr. Russell, Mr. Kay, Ms. Austin, Mr. Quigg, Mr. Austin, Ms. Brett
 Nays: (0) none
 Abstentions: (0) none

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

- 11.03a Approve an unpaid leave of absence for Mrs. Debra Lewis, teacher assistant, on April 21-22, 2016.

Roll Call Vote Palmyra Board

Motion: Mr. Austin Second: Ms. Beck

Ayes: (8) Mr. Sarracino, Ms. Beck, Mr. Russell, Mr. Kay, Ms. Austin, Mr. Quigg, Mr. Austin, Ms. Brett
 Nays: (0) none
 Abstentions: (0) none

12.01 Certification

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

Ayes: (8) Mr. Sarracino, Ms. Beck, Mr. Russell, Mr. Kay, Ms. Austin, Mr. Quigg, 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 +Approve the following Policies/Regulations:

P & R 1240 Evaluation of Superintendent (revised)

R 2624.01 Grading System Grades 9-12 (revised – effective 7/1/16)

R 2624.02 Grading System Grades 6-8 (revised – effective 7/1/16)

P & R 3221 Evaluation of Teachers (revised)

P & R 3222 Evaluation of Teaching Staff Members, Excluding Teachers & Administrators (revised)

P & R 3223 Evaluation of Administrators, Excluding Principals, Vice Principals & Assistant Principals (revised)

P & R 3224 Evaluation of Principals, Vice Principals, & Assistant Principals (revised)

P 3431.1 Family Leave (revised)

P 4431.1 Family Leave (revised)

P 5337 Service Animals (new – first reading)

13.01b +Authorize the submission of the Comprehensive Equity Plan for 2016-17 through 2018-19 to the New Jersey Department of Education.

13.01c Approve the Elementary Secondary Education Act (ESEA) Accountability Action Plan 2015 Assurances Participation Rate.

13.01d Grant approval for Ms. Danielle Jones, a doctoral candidate at Wilmington University and a teacher at Delran High School, to conduct a dissertation survey at PHS beginning in February 2016.

Roll Call Vote Full Board

Motion: Mr. Russell Second: Ms. Austin

Ayes: (8) Mr. Sarracino, Ms. Beck, Mr. Russell, Mr. Kay, Ms. Austin, Mr. Quigg, 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 creation of a student activity account for the Robotics Club.

13.02b Approve the following field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
1/31/16	Hightstown High School for First Tech Challenge	Robotics Club/Mr. Yoon
2/10/16	Bossone Research Center at Drexel Univ.	Gr. 12/Mr. Springel
3/22-23	Teen Arts Festival at Rowan College at BCC Pemberton	Gr. 7-12/Mr. Budden
4/26/16	BCSSSD	Interact/Mrs. Foster
6/6/16	Liberty Lake in Bordentown, NJ	Gr. 7-8/Ms. VanZandt
6/22-6/30/17	Trip to Germany (EF Tours- no cost to the Board of Education)	Gr. 9-12/Ms. DeMarco

13.02c Approve the following fundraising activities:

- Marching Band (Jeff Moore)
 - Save Around Book Sale, 2/9 to 3/1
- "Doing Our Part to Save the Heart" (William Devlin): proceeds to go to the American Heart Association
 - Dress Down Days on 2/12 and 2/19
 - 2nd Annual Volleyball Classic on 2/26 after school
- German Club (Katie DeMarco). Money raised will offset costs for the upcoming trip to Germany.
 - Staff Dress Down Day on 2/12 at \$5.00 per staff member
 - Sell baked goods on 2/26
- Interact Club & Jr. Student Council (Cheryl Bostock)
 - Hold a food drive for the local food pantry on 2/19
- Palmyra Football Parents (John Geisel)
 - 5K Run/Walk through town around the harbor and back to the stadium on 3/24/16

13.02d Approve Homebound Instruction through Education Inc. for Student #7067292990 effective immediately.

Roll Call Vote Full Board

Motion: Mr. Quigg Second: Mr. Austin

Ayes: (8) Mr. Sarracino, Ms. Beck, Mr. Russell, Mr. Kay, Ms. Austin, Mr. Quigg, 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 field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
3/22/16	Ben Franklin Museum, Liberty Bell	Gr. 4/Mrs. Falcone
4/14/16	Adventure Aquarium	Gr. 2/Ms. Blatchley, Mrs. Merrill, Ms. Marazzo, Mrs. Mackey
6/9/16	Great Adventure	Safety Patrol/Mr. Straeter

- 13.03b Approve the following activities at Charles Street School:
- Kindergarten Registration & Screening on April 15, 2016
 - Multicultural Day Assembly Program on May 24, 2016 at Charles Street School as part of a Girl Scout Silver Award Project for Ms. Kayla Kearney, grade 7
 - Kindergarten Student/Parent Orientation on June 9, 2016
- 13.03c Approve student #3351831245 to attend YALE School in Medford for the remainder of the 2015/2016 school year at a rate of \$46,236.60 prorated, effective 2/4/16.

Roll Call Vote Palmyra Board

Motion: Mr. Russell Second: Mr. Sarracino

Ayes: (8) Mr. Sarracino, Ms. Beck, Mr. Russell, Mr. Kay, Ms. Austin, Mr. Quigg, 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. Brooks rose to speak regarding the rigorous Kindergarten curriculum.

14.02 Recognition of members of the Board

Mr. Russell made note of the opportunity to appoint a Member to represent the Board at Burlington County School Board meetings and the Board's intent to meet directly with Board members from sending districts.

15 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 8:45 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 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.

Voice Vote by Full Board

Motion: Mr. Quigg

Second: Mr. Austin

Vote: Unanimous

Time: 8:17 p.m.

16 Return from Closed Session

Voice Vote by Full Board

Motion: Mr. Quigg

Second: Mr. Sarracino

Vote: Unanimous

Time: 8:20 p.m.

17 Adjournment

Voice Vote by Full Board

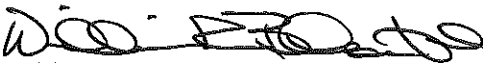
Motion: Mr. Quigg

Second: Mr. Sarracino

Vote: Unanimous

Time: 8:21 p.m.

Respectfully Submitted,



William R. Blatchley

School Business Administrator/Board Secretary