

Minutes

March 9, 2016

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 March 4, 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, Mr. Russell,
 Mr. Sarracino (7:12pm) Mr. Warnock, Mr. Gravano

Absent: Mr. Norcross, Ms. Knudson

5 Presentations

5.01 Students of the Month

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

Jason Maniscalco - 6th Grade

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

Zachary Mackiewicz - 7th/8th Grade

Will Jablonski - 9th/10th Grade

Giovani Gravano - 11th/12th Grade

Mr. Sarracino took his seat at this time - 7:12 p.m.

5.02 Grade 3 Student Presentation

Ms. Adams 3rd grade class gave a presentation regarding the class service project to collect can tabs in support of Ronald McDonald House.

6 Correspondence

- Letter from Mr. Howard Norcross
- Letter from Ms. Geiser
- 3rd grade letters
- Evaluation Waiver Approval
- South Jersey Public Employee Charitable Campaign

Ms. Brett read the correspondence as listed. Mr. McBride provided an explanation of the waiver approval.

7 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 7:45 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 which, by express provision of Federal Law, State Statute or rule of Court shall be rendered confidential or excluded from discussion in public.

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

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.

Voice Vote by Full Board

Motion: Mr. Quigg
 Second: Mr. Austin
 Vote: Unanimous
 Time: 7:22 p.m.

8 Return from Closed Session

Voice Vote by Full Board

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

Time: 7:55 p.m.

9 Reports

9.01 Superintendent

9.01a 2015/2016 Board of Education Goal Update

9.01b Administrator Reports

9.01c Superintendent's Report

Thank you – donations from Hoeganes Corporation
Tracy Wolf and Mr. Peter Sokolowski (coordinating the donation) and Ron Holt and his team
for securing the donations

PHS Drama Club – The Music Man
“76 Trombones and a Big Parade”. Full musical presentation returns to PHS Theater!
March 11 at 7 p.m., March 12 at 5 p.m., and March 13 at 1 p.m. Ticket information can be
found on the district's website. In advance – a big ‘THANK YOU’ to the many parents,
students, staff, and volunteers who are helping to make the performing arts a showcase in our
district.

4th Street – Traffic Recommendations

On-going review and reporting being provided by the Borough. Process to coordinate a
meeting between District Administration and Borough to review traffic flow proposals and
public outreach considerations. Additional documentation uploaded to Superintendents
Report within March BOE Agenda documents.

Graduation Portfolio Update

Math CRTs were successfully submitted to the DOE and approved (entire group). Language
Arts CRTs were reviewed by the DOE and require some additional information before
approval can be obtained. Anticipate a late March approval from the DOE. Final update on
complete portfolio status to be provided at the April meeting

Palmyra Youth Summit

Sponsored by the Burlington County Sheriff's Department, Borough of Palmyra, and the
Palmyra Police Department. April 16, 2016 from 9 a.m. to 2 p.m. Open to all students in
Grades 10-12.

PHS Foundation for Educational Excellence (PHSFEE)

Non-profit organization established to promote PHS and provide additional funding support
Board of Directors: Scott Warnock, Mindie Weiner, Scott Toner, and Jodi Demas.
Trustees: Kate Johnson, Kathy Hartman, Lisa Jablonski, Frederika Blatz, and Jim Riley.
Mission Statement developed and provided to BOE (and community).

Quality Single Accountability Continuum (QSAC)

April 28, 2016 scheduled to undergo Interim Review. We will remain indefinitely in the
“Interim Review” status because the 2014 NJASK scores were the last assessment for
measurement and the NJ Legislature has not updated the requirement to reflect PARCC
assessments

PARCC Assessments

PHS: April 12-15

CSS: April 25 - May 6

Parent letters and notification will begin the week of March 14th

2015-2016 District Goals Update

Action plan provided to BOE. Action plan will be uploaded to the district's website.

9.02 Board Committees

9.02a Policy & Curriculum

Mr. Russell reported that the committee met on 2/17 to discuss the policies included on the current agenda. The committee also discussed the status of curriculum updates, the portfolio process and the 2016-2017 school calendar presented in this agenda.

9.02b Finance & Physical Plant

Mr. Kay reported that the committee met on 2/17 for the purpose of finalizing the budget as presented in this agenda. Mr. Kay highlighted some of the significant changes to the budget, spoke to the Irrigation system bid contained in this agenda and noted that the Buildings and Grounds report was out of sync this month but one would be presented at the April meeting.

9.02c Human Resources & Negotiation

Ms. Brett reported that the committee had met on a number of occasions for negotiation purposes and that the process was on-going.

9.03 Sending District Reports

9.03a Beverly - none

Ms. Brett noted that she had been in contact with Mr. Wolbert, President of the Beverly Board of Education, regarding Board representation by Beverly. She reported that Mr. Wolbert had not as yet appointed a member to serve on the Palmyra Board.

9.03b Riverton

Mr. Warnock reported that, at its meeting of 2/23 the Riverton Board received Ethics refresher training and discussed programming initiatives including Mini Model Congress, Adopt a Grandparent and a School Health Leadership program sponsored by Johnson & Johnson.

9.04 Student Representative

Mr. Gravano highlighted various student activities throughout the month including Read Across America, the Charles Street exhibit at the Philadelphia Flower Show, the Blood Drive, the success of the Staff/Student volleyball fundraiser, and Western Burlington County Honors Band.

9.05 PTA

Ms. Hartman highlighted the following PTA events and activities:

- On February 11th, the PTA hosted the Reading Rocks Magic show.
- The February book fair was the most successful book fair ever held.
- The success of Read Across America and the guest author, Chrissy Smith
- Spring pictures on March 3rd
- The annual Spring flower sale run by the 6th grade parents. Flowers will be sold from March 2nd thru March 17th. The pick-up date for these flowers is March 24th from 2:30-3:30 p.m. & 6-7 p.m. Hydrangeas, tulips, daffodils, and hyacinths are available.
- On March 15 the PTA will host the Philharmonic of Southern New Jersey with a Four Piece String Quartet providing music and interaction with students from professional music educators.
- The deadline for yearbook orders is March 31st.

- The next PTA meeting is April 5th at 7 p.m. in the library at Charles Street. This is the second general meeting of the year. Mr. McBride and Mr. Blatchley will present an early look at the 2016-2017 budget.

9.06 Borough Liaison

Mr. Norcross noted that he would recommend Ms. Adams class project for consideration in the Community Spotlight. He also highlighted the confirmed speakers for the Youth Summit and provided an update regarding the 4th Street road project.

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 in support of the extra-curricular portion of the budget.
- Mr. Toner, supported by Mr. Warnock, provided background and information regarding the formation and purpose of the Palmyra High School Foundation for Educational Excellence.

11 Routine Business

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

11.01a +Enrollment Report for February 2016

11.01b +Fire/Safety/Bus Drills for February 2016

11.01c +Health Report for February 2016

11.01d +HIB Report for February 2016

11.01e +Violence, Vandalism & Substance Abuse Report for February 2016

11.01f Substitutes pending criminal history review:

Travis DiMartino	Teacher	\$82.50/day (previously approved at \$70.00/day)
Rileigh Ruff	Teacher	\$82.50/day (previously approved at \$70.00/day)
Susan A.Vandine	Teacher	\$82.50/day
Olivia J. White	Teacher	\$70.00/day
*Leonard Lewis	Teacher	\$70.00/day
Ryan Deasy	Homebound Instructor	\$30.00/hr.

Voice Vote by Full Board

Motion: Mr. Austin

Second: Mr. Quigg

Vote: Unanimous

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

11.02a +Check Register for February 2016 representing hand and machine checks totaling \$2,104,734.25

- 11.02b +Board Secretary's Report for January 2016 and the Treasurer's Report for January 2016 which have been found to be in agreement.
- 11.02c +Transfer Report for January 2016
- 11.02d +Cafeteria Report for February 2016
- 11.02e +Minutes of Regular Meeting on February 10, 2016
- 11.01f Student Placements:
- Student #5942416006 to attend Garfield Academy for the remainder of the 2015/2016 school year at a tuition rate of \$50,814 pro-rated, effective 2/16/16.
 - Student #8259026857 to attend Brookfield Elementary School for the remainder of the 2015/2016 school year at a tuition rate of \$49,860 pro-rated, effective 2/16/16.
 - Student #1012788434 to attend Brookfield Elementary School for the remainder of the 2015/2016 school year at a tuition rate of \$49,860 pro-rated, effective 2/18/16.
- 11.02g Travel and Professional Development:
- | <u>Staff Member</u> | <u>Name/Date of Workshop</u> | <u>Cost</u> | <u>Location</u> |
|---------------------|---|-------------|-----------------|
| Tracy Wolf | Using Tech, Games, Apps, & Videos in the Mathematics Classroom, Grades 6-8 on 5/10/16 | 142.69 | Glassboro, NJ |
- 11.02h Accept Donations:
- PHS Soccer Booster Club (to be distributed equally between the boys' and girls' soccer teams):
 - 2 sets of Freekick man set
 - 2 sets of Veloce Evolution speed ladder
 - 40 Scrimmage Vests
 - 2 Kwik Goal Boards
 - 50 Kwik Goal Disc Cones
 - Various office supplies and furniture from Hoeganaes Corporation as facilitated by Ms. Tracy Wolf.

Roll Call Vote Full Board

Motion: Mr. Quigg Second: Mr. Sarracino

Ayes: (9) Mr. Sarracino, Ms. Beck, Mr. Warnock, Mr. Russell, Mr. Kay, Ms. Austin, Mr. Quigg, Mr. Austin, Ms. Brett (11.02b-g)

Nays: (0) none

Abstentions: (1) Ms. Brett (11.02a, 11.02h)

12 Old Business - None

13 Personnel

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

- 13.01a +Accept the resignation of Mr. Howard Norcross as a member of the Palmyra Board of Education effective March 1, 2016.

- 13.01b +Accept the letter of intent to retire from Ms. Joni Geiser, Assistant Principal at Charles Street School, effective 6/30/2016.
- 13.01c Request to Enroll in Graduate Course and Apply for Tuition Reimbursement:
- | <u>Staff Member</u> | <u>Course/Dates/University</u> | <u>Reimbursement Cost</u> |
|---------------------|---|---------------------------|
| Lianne Kane | EDL 500 Effective Leadership
and EDL 510 The Inquiry Process/
April-June 2016/
Thomas Edison State Univ. | \$1,935.00 per course |

Roll Call Vote Full Board

Motion: Mr. Russell Second: Mr. Austin

Ayes: (9) Mr. Sarracino, Ms. Beck, Mr. Warnock, 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 personnel actions affecting Charles Street School are hereby approved as recommended by the Superintendent:

- 13.02a Accept the following students from Rutgers Camden for a Summer 2016 Practicum from 5/16 through 5/26/16 (make-up date of 5/27/16):

<u>Student</u>	<u>Cooperating Teacher</u>
Kary Hasbun	Stacy Pogoda
Maria Likogiannis	Lauren Quinn

- 13.02b *Approve unpaid leave of absence for Mrs. A. E. Nixon, teacher assistant, for March 8-9, 2016 due to a family emergency.

Roll Call Vote Palmyra Board

Motion: Mr. Quigg 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 Business, Finance and Operations**14.01 Certification**

Pursuant to NJAC 6:20-2.13(e), we certify that as of January 31, 2016, 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. Austin Second: Ms. Austin

Ayes: (9) Mr. Sarracino, Ms. Beck, Mr. Warnock, Mr. Russell, Mr. Kay, Ms. Austin, Mr. Quigg, 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:

That the tentative 2016-2017 budget as presented in the budget documents attached to this agenda is approved and the Board Secretary is authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	Special Revenues	Debt Service	Total
Total Expenditures	15,907,872	511,179	1,285,005	17,704,056
Less: Anticipated Revenue	<u>7,101,408</u>	<u>511,179</u>	<u>190,566</u>	<u>7,803,153</u>
Taxes to be Raised	8,806,464	0	1,094,439	9,900,903

BE IT FURTHER RESOLVED that a public hearing will be held on April 27, 2016 at 7:00 p.m. in the Delaware Avenue School All Purpose room for the purpose of conducting a public hearing on the 2016-2017 budget.

Roll Call Vote Full Board

Motion: Mr. Austin Second: Mr. Quigg

Ayes: (9) Mr. Sarracino, Ms. Beck, Mr. Warnock, Mr. Russell, Mr. Kay, Ms. Austin, Mr. Quigg, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

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

Award the contract for **Replacement of Irrigation Pump and Control System** to Municipal Maintenance as specified and in accordance with the bid as submitted.

Pursuant to the Board solicitation, bids for the Replacement of Irrigation Pump and Control System were opened on March 3, 2016 by the School Business Administrator with the following result:

Municipal Maintenance bid	\$30,840.00
C. Stevenson and Son bid	\$31,440.00
Samuel Stothoff bid	\$39,727.00
A.C. Schultes bid	\$36,336.00

Roll Call Vote Full Board

Motion: Mr. Kay Second: Mr. Sarracino

Ayes: (9) Mr. Sarracino, Ms. Beck, Mr. Warnock, Mr. Russell, Mr. Kay, Ms. Austin, Mr. Quigg, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) none

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

WHEREAS, P.L. 2007, c. 53 legislation, An Act Concerning School District Accountability, Section 15:6(p) requires that school districts establish a maximum travel expenditure amount for the upcoming 2016-2017 school year, and,

WHEREAS, the approved 2016/2017 budget of the Palmyra School District contains line item appropriations for travel expenditures for teaching staff, administrators, and Board of Education members, that the maximum travel expenditure amount for the 2016/2017 school year shall not exceed \$30,000.

Roll Call Vote Full Board

Motion: Mr. Austin Second: Mr. Quigg

Ayes: (9) Mr. Sarracino, Ms. Beck, Mr. Warnock, Mr. Russell, Mr. Kay, Ms. Austin, Mr. Quigg, Mr. Austin, Ms. Brett
 Nays: (0) none
 Abstentions: (0) none

15 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 +Approve the following Policies/Regulations:
 P 5337 Service Animals (second reading/adoption)
 P 3216 Dress and Grooming
 P 4216 Dress and Grooming (first reading-new policy)

15.01b +Approve the Palmyra School District's 2016/2017 School Calendar

15.01c +Approval is requested to use 360Translations International, Inc. in Cherry Hill, NJ for interpreting services as needed

Roll Call Vote Full Board

Motion: Mr. Quigg Second: Mr. Russell

Ayes: (9) Mr. Sarracino, Ms. Beck, Mr. Warnock, Mr. Russell, Mr. Kay, Ms. Austin, Mr. Quigg, 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 the following field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
*3/21/16	Riverton School	Gr. 12 (Tomorrow's Teachers) Mrs. Patchel
3/24/16	Rutgers Univ.-Camden, NJ	Gr. 10/Mr. Sheel
4/19/16	Rutgers Univ.-Camden, NJ	Gr. 10, 11, 12/Ms. Salvo
5/5/16	University of Penn Museum	Gr. 8/Ms. VanZandt

15.02b Approve the following fundraising activities:

- Palmyra Softball (Ken Miller)
 - Hold a Pom Pom Football Shirt Sale from 3/10 to 4/1/16 to raise funds for equipment
- German Club (Katie DeMarco)
 - Dine & Donate on 3/13 at PJ Whelihan's in Maple Shade
 - Dine & Donate on 3/14 at Sonic in Cinnaminson
 - Staff dress down day on 3/11 and 4/22
 - Bake sales on 4/11, 4/25, 5/9, 5/23, 6/13
 - *Gummy bear sales from 4/1 to 4/29/16
- Palmyra Football (Jack Geisel)
 - Change in date for 5k run from 3/24 to 4/24
 - Sell pies/cakes from 3/9 to 3/24 to purchase championship football jackets
- Student Council (Kim Martino, Kelly Gallagher)
 - Host Mr. PHS on 5/11 in the high school auditorium to raise money for Leadership Training Camp (change in date from 5/4)
 - *Staff dress down days on 3/18 and 4/29/16 to benefit sending students to LTC and National Student Council Conference
 - *Popcorn Factory fundraiser from 4/11 to 4/22/16 to support LTC and National Student Council Conference
 - *TShirt/Spirit Wear Sale from 3/20 to 4/20/16 to support LTC and National Student Council Conference
- 7/8th Grade Class (Jen VanZandt)
 - Staff dress down day on 4/8 to help support students who cannot afford the cost of the class trip
- Post Prom Committee (Donna Wenig)
 - Pajama Day on 3/24
- *Robotics Club to hold a fundraiser through non-profit donorschoose.org to ask for donations from the public to fund a classroom project
- *PHS students to participate in NJM Safety Saves Program

Roll Call Vote Full Board

Motion: Mr. Sarracino Second: Mr. Quigg

Ayes: (9) Mr. Sarracino, Ms. Beck, Mr. Warnock, Mr. Russell, Mr. Kay, Ms. Austin, Mr. Quigg, 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>
6/10/16	Palmyra Cove Nature Park	Gr. 3/Mrs. O'Connell, Ms. Richardson, Mrs. Adams, Ms. Cancglin
6/10/16	Pomona Swim Club	Gr. 6/Ms. Ehret, Mr. Entrekin, Ms. Wallace, Ms. Dowd
6/14/16	Ronald McDonald House, Camden, NJ	Gr. 3/Mrs. Adams

15.03b Approve the following activities at Charles Street School:

-Project Night Assemblies on 4/20/16 (partially sponsored by P.T.A.)

15.03c Approve the following fundraising activities:

- Drama Club (Nicole Michaels)
 - Sale of Cast T-Shirts during March
 - Staff dress down day on 4/8/16

Roll Call Vote Palmyra Board

Motion: Mr. Sarracino Second: Mr. Austin

Ayes: (8) Mr. Sarracino, Ms. Beck (15.03a and c), Mr. Russell, Mr. Kay, Ms. Austin, Mr. Quigg, Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (0) Ms. Beck (15.03b)

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 noted that changes to the Bylaws would be included on an upcoming Policy and Curriculum agenda.

Mr. Sarracino commented on an upcoming student trip "Involving Students in Public Policy Making".

Mr. Gravano commented on the upcoming German trip and the fundraisers in support of the trip.

17 Adjournment

Voice Vote by Full Board

Motion: Mr. Sarracino

Second: Mr. Quigg

Vote: Unanimous

Time: 9:52 p.m.

Respectfully Submitted,



William R. Blatchley
School Business Administrator/Board Secretary