

## Minutes

April 13, 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 April 8, 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. John Quigg  
 Mr. Mark Russell  
 Mr. Nicolas Sarracino  
 Mr. Scott Warnock, Riverton Representative  
 Mrs. Mary Wolbert, Beverly Representative  
 Mr. Giovanni Gravano, Student Representative

Present: Mr. Austin, Ms. Austin, Ms. Beck, Ms. Brett, Mr. Kay, Mr. Quigg (7:05), Mr. Russell,  
 Mr. Warnock, Ms. Wolbert, Mr. Gravano (7:16)

Absent: Mr. Sarracino

### 5 Presentations

#### 5.01 Students of the Month

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

Doraine Bakerson - 6<sup>th</sup> Grade

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

Sebastian Rangel - 7<sup>th</sup>/8<sup>th</sup> Grade  
 Scott Smyth - 9<sup>th</sup>/10<sup>th</sup> Grade  
 Laquann Wilson - 11<sup>th</sup>/12<sup>th</sup> Grade

### 6 Reports

#### 6.01 Superintendent

6.01a Administrator Reports - none

## 6.01b

## Superintendent's Report

A warm welcome to Mrs. Mary Wolbert, Beverly City Schools Board of Education representative on the Palmyra Board of Education.

## Beverly City School District

A site visit was made on March 16, 2016 by Mrs. Brett and Mr. McBride. They were warmly received by the Chief School Administrator and Board of Education. They presented the Beverly City School District Board of Education with current updates on the Palmyra School District.

## 2016-2017 Budget

Approval received from the ECS.

Congratulations and thank you to the Finance Committee and Mr. Blatchley for their exceptional work and diligence to propose a budget that is aligned with the Strategic Plan and on-going financial goals for the district.

Presentation of the proposed budget was delivered by Mr. Blatchley to the Palmyra PTA on April 5, 2016.

## School Resource Officer (SRO)

The Palmyra Board of Education in cooperation with and support from the Borough of Palmyra is moving forward in the negotiations process to secure a full-time School Resource Officer (SRO) for the 2016-2017 school year. A meeting was held on April 7, 2016 with Mayor Arnold, Chief Pearlman, and Mr. John Gural, and representatives of the Palmyra School Administration to discuss aspects of the inter-local services agreement. It is anticipated that a contract will be recommended to the Finance Committee on April 20, 2016.

## 4th Street – Traffic Recommendations

Initiation for this consideration was at the bequest of the Palmyra School District School Safety Committee in response to observed and actual conditions on 4th Street for Palmyra students as they exit and/or enter vehicles. On-going review and reporting is being provided by the Borough as it pertains to applicable ordinances and related costs (assumed by the Borough). A meeting between District Administration and Borough to review traffic flow recommendations and public outreach considerations was held on April 7, 2016. Further public hearings will be coordinated by the Borough's Governing Body.

## Graduation Portfolio Update

Additional enhancements to the Language Arts CRTs were reviewed and re-submitted to the NJDOE. Final submission of the Language Arts CRTs is anticipated to occur no later than April 27, 2016.

## Palmyra Youth Summit

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

## Quality Single Accountability Continuum (QSAC)

On April 28, 2016 the district is scheduled to undergo Interim Review. We remain indefinitely in the "Interim Review" status because the 2014 NJASK scores were the last assessment for measurement and the New Jersey Legislature has not updated the requirement to reflect PARCC assessments.

## PARCC Assessments

PHS: April 12-15

CSS: April 26-29

As of this date, the district has received a total of 59 “refusal” letters

7-CSS

52-PHS

Notification letters from the Superintendent’s Office are sent to the parent(s) for each “refusal” received.

Mr. Austin asked a question as to the possible reasons for the high number of opt outs. Mr. McBride and Mr. Warnock both commented.

## Sustainable Jersey for Schools

We are seeking Board of Education approval of the recommendation to participate in the Sustainable Jersey for Schools program for all district schools. It is a consortium of districts and schools across New Jersey who are taking the active steps to make their schools more sustainable (go green, conserve resources, and take steps to create a brighter future). It affords the opportunity to seek grants to help with sustainable endeavors within the district. It also provides an opportunity to save the local taxpayer money through more efficient practices within the district.

## 6.02 Board Committees

## 6.02a Policy &amp; Curriculum

Mr. Russell reported that the committee met on 3/23 to discuss the policies, a majority of which are included on the current agenda. He also noted the committee review of a number of curriculums which are in the process of being revised.

## 6.02b Finance &amp; Physical Plant

Mr. Kay reported that the committee met on 3/23 for the purpose of reviewing the final, ECS approved budget as presented in this agenda. The committee also discussed the After School program surplus and the re-sale of staff laptops. Mr. Kay then read the March Buildings and Grounds report.

## 6.02c Human Resources &amp; Negotiation

Ms. Brett reported that the committee had met on a number of occasions for negotiation purposes and that the process was on-going. Ms. Brett also noted that Mr. Austin had attended The Burlington County Academic Dinner. Mr. Austin applauded all of the students honored for their academic achievement.

## 6.03 Sending District Reports

## 6.03a Beverly

Ms. Brett again welcomed Ms. Wolbert to the Board. Ms. Wolbert was not ready to make a report at this time.

## 6.03b Riverton

Mr. Warnock noted that Riverton discussed their QSAC waiver, that the Board had approved its 2016-2017 budget and that discussions were on-going concerning the Riverton music program and potential sharing of music services with the Palmyra Board of Education.

## 6.04 Student Representative

Mr. Gravano highlighted the upcoming project night at Charles Street, the Mr. PHS event, a planned Powder Puff game and contributions to the Make a Wish Foundation.

6.05 PTA

Ms. Hartman highlighted the following PTA events and activities:

- The 6th grade flower sale was very successful. Planning for the 6th grade dance for next month is on-going. The dance will be held at the PHS auditorium.
- This Friday and Saturday, many of the PTA officers and chair people will be attending the NJPTA conference where they are hoping to come away with new ideas for next year.
- On April 15th the PTA will be sponsoring a 5th and 6th grade family night.
- In connection with the Charles Street STEM Project Night on Wednesday April 20th at 7 p.m., the PTA will host an evening assembly presented by the Franklin Institute Traveling Science Shows. The Franklin Institute will also present two daytime assemblies, Life in Space and Astronomy both developed with support from NASA.
- The PTA artist of the month committee is holding a painting event in partnership with the Borough of Palmyra art show on May 6th at 7 p.m. at the community center. Student and resident art will be on display and for a fee students can paint a painting for Mother's Day.
- The PTA is currently working on plans for next year's fundraisers and activities. The PTA is contemplating sponsorship of movie nights to bring more members of the community together.
- The next PTA meeting is May 3rd at 7 p.m. in the Charles Street art room.

6.06 Borough Liaison

No report at this time. It was noted that Mr. Norcross was attending a meeting of the Burlington County Freeholders where Ms. Karen Adams 3<sup>rd</sup> grade class was making a presentation regarding the class service project to collect can tabs in support of Ronald McDonald House.

7 Correspondence

No correspondence at this time.

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 March 2016
- 9.01b +Fire/Safety/Bus Drills for March 2016
- 9.01c +Health Report for March 2016
- 9.01d +HIB Report for March 2016
- 9.01e +Violence, Vandalism & Substance Abuse Report for March 2016
- 9.01f Volunteer:

Howard Norcross – Volunteer Hall Monitor for the remainder of the 2015/2016 school year beginning 4/11/16

9.01g	<u>Substitutes:</u>		
	Anne Nixon	After School Staff	\$8.50/hr.
	David Rakoski	Teacher	\$70.00/day

### 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 March 2016 representing hand and machine checks totaling \$1,987,698.67.

9.02b +Board Secretary's Report for February 2016 and the Treasurer's Report for February 2016 which have been found to be in agreement.

9.02c +Transfer Report for February 2016

9.02d +Cafeteria Report for March 2016

9.02e +Minutes of Regular Meeting on March 9, 2016

9.01f Student Placement:  
 -Student #7067292990 to attend Hampton Academy for the remainder of the 2015/2016 school year at a tuition rate of \$46,868.40 pro-rated, effective 3/21/16.

9.02g Travel and Professional Development:

<u>Staff Member</u>	<u>Name/Date of Workshop</u>	<u>Cost</u>	<u>Location</u>
Steve Graff	Making the Best Use of Guided Reading to Help Achieve Standards For Reading, 5/10/16	\$239.00	Voorhees, NJ

9.02h Donations:

- Accept a donation of 5 chrome books from DonorsChoose.org as part of a project titled, "Bridging the Arts and Technology: Chromebook Challenge" made by Mrs. Deborah Falcone, teacher at Charles Street School. Mrs. Falcone will submit photos of the chrome books being used and thank you notes upon receipt of the items.
- Accept an Environmental Education Grant from SCA Americas made by Mr. Alan Springle, teacher at Palmyra High School. This grant will support the building of a Solar Hydroponics Greenhouse on school grounds.

### Roll Call Vote Full Board

Motion: Mr. Quigg Second: Mr. Russell

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

Nays: (0) none

Abstentions: (0) none

10 Old Business - None

Ms. Brett made note of the 4<sup>th</sup> Street projected which prompted a discussion among a number of the members and Mr. McBride.

11 Personnel

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

- 11.01a Request to Enroll in Graduate Course and Apply for Tuition Reimbursement:
- | <u>Staff Member</u> | <u>Course/Dates/University</u>   | <u>Reimbursement Cost</u> |
|---------------------|--|---------------------------|
| Ken Miller          | Counseling & Advocacy with Diverse Populations COUN5336/4/11/16 to 6/17/16/Capella Univ.                     | per PEA/BOE Agreement     |
| *Diane Torres       | ACC 116.500 Computerized Accounting & SOC 101-171 Principles of Sociology/Rowan College at Burlington County | \$838.00                  |
- 11.01b Accept the following students from Rutgers Camden for a Fall 2016 Practicum from 9/12/16 through 12/16/16:
- | <u>Student</u>       | <u>Cooperating Teacher</u> |
|----------------------|----------------------------|
| Christopher Gravante | John Geisel                |
| Kevin Lynch          | Eric Mehler                |
| Glenn Reyes          | Lorita Foster              |

**Roll Call Vote Full Board**

Motion: Mr. Quigg Second: Ms. Beck

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

Nays: (0) none

Abstentions: (0) none

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

- 11.02a Accept the following student from Rowan University for a Fall 2016 Practicum from 9/2/16 through 12/20/16:
- | <u>Student</u> | <u>Cooperating Teacher</u> |
|----------------|----------------------------|
| Dana Shetter   | Michele Mills              |
- 11.02b Approve an unpaid leave of absence on April 25-26, 2016 for Mrs. Lisa Childs, Teacher Assistant.

**Roll Call Vote Palmyra Board**

Motion: Mr. Russell Second: Ms. Austin

Ayes: (7) Mr. Kay, Ms. Beck, Mr. Russell, Mr. Quigg, Ms. Austin, 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 February 29, 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. Quigg Second: Mr. Austin

Ayes: (9) Mr. Kay, Ms. Beck, Ms. Wolbert, Mr. Warnock, Mr. Russell, Mr. Quigg, Ms. Austin, 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 Xtel Communications Inc. be approved to provide internet and phone services as required for the 2016/2017 school year at \$4,722.50/mo. and in accordance with the terms and conditions of the contract on file in the Board Office.

12.02b That the Palmyra Board of Education does not require private schools to apply for and receive funding from the Child Nutrition Program for the 2015/2016 school year; and that the Palmyra Board of Education does not require private schools to charge students for reduced and/or paid meals during the 2015/2016 school year.

### **Roll Call Vote Full Board**

Motion: Mr. Russell Second: Mr. Austin

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

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

That the 2016/2017 budget as presented in the budget documents and approved by the Executive County Superintendent is approved;

	BUDGET	LOCAL TAX LEVY
General Fund	\$15,907,872	\$8,806,464
Special Revenue Fund	\$ 511,179	\$ 0

Special Revenue Fund	\$ 511,179	\$ 0
Debt Service Fund	\$ 1,285,005	\$1,094,439
Total	\$17,591,461	\$9,900,903

BE IT FURTHER RESOLVED that a public hearing 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. Quigg Second: Mr. Kay

Ayes: (9) Mr. Kay, Ms. Beck, Ms. Wolbert, Mr. Warnock, Mr. Russell, Mr. Quigg, Ms. Austin, 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 4216 Dress and Grooming (second reading-adoption)
- P 0167 Public Participation in Board Meetings (revised)
- P 0168 Recording Board Meetings (revised)
- P 2422 Health & Physical Education (revised)
- P 5111 Eligibility of Resident/Nonresident Students (revised)
- P 5310 Health Services (revised)
- P 5330.01 Administration of Medical Marijuana (**new**-first reading)
- P 5460 High School Graduation (revised)
- P 8462 Reporting Potentially Missing or Abused Children (revised)
- P 8550 Outstanding Food Service Charges (revised)
- \*R 2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (revised)
- R 5111 Eligibility of Resident/Nonresident Students (revised)
- R 5310 Health Services (revised)
- R 5330.01 Administration of Marijuana (**new**-first reading)
- R 8462 Reporting Potentially Missing or Abused Children (revised)

### Roll Call Vote Full Board

Motion: Mr. Austin Second: Mr. Russell

Ayes: (9) Mr. Kay, Ms. Beck, Ms. Wolbert, Mr. Warnock, Mr. Russell, Mr. Quigg, Ms. Austin, 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 Participation in the Sustainable Jersey for Schools Certification Program



**Whereas**—The Palmyra Board of Education (or Board of Trustees) seeks to participate in *Sustainable Jersey for Schools* to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

**Whereas**—The Palmyra Board of Education and District Superintendent seek to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

**Whereas**—Extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

**Whereas**—Many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.;

**Whereas**—Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

**Whereas**—The Palmyra Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as “Green Team”), based on the guidance of *Sustainable Jersey for Schools*. (See the “Create A Green Team” action. Your district “Green Team” can be designated from a pre-existing group within the district if desired.).

**Whereas**—Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

**Whereas**—The Palmyra Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

**Therefore, it is resolved** that the Palmyra Board of Education agrees to participate in *Sustainable Jersey for Schools*, and it is the board’s intention to pursue certification for schools in the district.

**We hereby appoint** Mr. Brian McBride, Superintendent of the Palmyra School District, to be the district’s liaison to Sustainable Jersey for Schools.

**We do hereby recognize** the Palmyra Public School(s), Charles Street School, Delaware Avenue School, and Palmyra High School as the agent(s) to carry out our commitment to building a sustainable school district through the implementation of *Sustainable Jersey for Schools* actions.

**We agree to** complete district actions and to support the district’s schools in completing their actions.

## 13.02b Approve the following field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
4/22/16	Cinnaminson High School	Gr. 12/Mr. Dreby
5/11/16	Malaga Spanish Restaurant	Gr. 10-12/Spanish NHS/Mrs. Salvo
*5/4/16	La Cita Mexican Restaurant	Spanish I & II/Ms. Vaca
5/24/16	Arm & Hamour Park	Marching Band/Mr. Moore

## 13.02c Approve the following fundraising activities:

- Tennis Club (Frank Hiller) will hold its 2<sup>nd</sup> Annual Serve-Thon on 5/26/16 at Legion Field
- Marching Band (Jeff Moore) to sell fundraising cards from 4/4 to 5/1 to Rita's water ice and have a Spirit Night on 5/17 at the Cinnaminson location
- Autism Speaks Charity Walk on 5/15/16
- PEA (Danielle Willard) to hold a dress down day for PHS staff on 4/15/16 and (Kristen Adamczyk) a dress down day for staff on 4/22/16 at CSS
- Student Council (Kim Martino/Kelly Gallagher)
  - Host Mr. PHS on 5/2 in the high school auditorium to raise money for Leadership Training Camp (change in date from 5/11)
  - Powder Puff Football on 4/20/16 to support Leadership Training Camp
  - Staff Dress Down Day on 4/29/16 for Leadership Training Camp and sending an officer to Nationals

## 13.02d Approve the following student activities:

- Assist Victoria Nunez and Cadette Girl Scout Troop 24101 in achieving their Silver Award by placing collection boxes in Palmyra High School for donations of baby supplies for homeless pregnant mothers and their babies who reside at the Good Council Home in Riverside, NJ.
- Baseball Team to play at Trenton Thunder Stadium Arm & Hamour Park on 4/15/16 at 3:45 p.m. against Pennsauken Tech under the guidance of Mr. Licata and Mr. Matt Papenberg at no cost to the district. Transportation to be provided by the Palmyra School District.

**Roll Call Vote Full Board**Motion: Mr. Austin Second: Mr. Quigg

Ayes: (9) Mr. Kay, Ms. Beck, Ms. Wolbert, Mr. Warnock, Mr. Russell, Mr. Quigg, Ms. Austin, 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>
4/29/16	Paws Nature Farm	Preschool/Mrs. Pogoda
5/18/16	Trenton Thunder	Baseball Club Gr. 5-6/Mr. Devlin
5/27/16	Discovery Museum	Gr. 1/Ms. Mullan, Ms. Quinn, Ms. Hoeffcker, Ms. Stagliano
6/10/16	Indian King Tavern Museum/ Challenge Grove Park	Gr. 5/Mrs. Allen

**Roll Call Vote Palmyra Board**Motion: Mr. Quigg Second: Mr. Austin

Ayes: (7) Mr. Kay, Ms. Beck, Mr. Russell, Mr. Quigg, Ms. Austin, 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

Mr. Norcross made note of Ms. Adams class at the Freeholders meeting and updated the members regarding the Youth Summit. He then spoke regarding the 4<sup>th</sup> Street projected and fielded questions from the members regarding project details and efficacy.

Mr. Riley and Ms. Hartman spoke to the progress being made by the Palmyra High School Foundation for Educational Excellence. Mr. Riley also spoke with regards to the organization of an ultimate Frisbee team.

## 14.02 Recognition of members of the Board

No member wished to be recognized at this time.

## 15 Adjournment

**Voice Vote by Full Board**Motion: Mr. QuiggSecond: Ms. BeckVote: UnanimousTime: 8:30 p.m.

Respectfully Submitted,



William R. Blatchley  
School Business Administrator/Board Secretary