

**MINUTES
REGULAR MEETING**

September 14, 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 September 9, 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. Sean Toner
Mr. Scott Warnock, Riverton Representative
Mrs. Mary Wolbert, Beverly Representative
Ms. Rebecca Lake, Student Representative

Present: Ms. Austin, Mr. Austin, Mr. Russell, Ms. Beck, Ms. Brett, Mr. Kay, Mr. Quigg, Mr. Toner

Absent: Mr. Sarracino Mr. Warnock, Ms. Wolbert,

5 Reports

5.01 Superintendent

5.01a Administrator Reports -none
5.01b Superintendent's Report

- Successful opening of schools on Wednesday, September 7, 2016
- Bond Sale
 - Confirmation of transfer was received at 7:30 a.m. on 9/14/2016.
- 2015-16 PARCC

- Presentation to BOE and community to occur at October BOE meeting;
- Individual student scores and MAP results are being sent out this week. This was a change from previous plans as we had to wait for BIO and 7th and 8th grade results.

- SRO
 - Welcome Patrolman Omar Kendall
 - Actively working in the district as of 9/1/2016
- Charles Street School
 - Borough of Palmyra ORDINANCE 2016-15 scheduled for vote on 9/19/2016
 - Restricts parking immediately in front of CSS between horseshoe/driveway aprons
- Calendar Dates
 - PHS BTS Night on 9/15/2016 @ 7:00 p.m.
 - BOE Committee meetings on 9/28/2016 p.m.
 - BOE Regular meeting on 10/12/2016
 - NJSBA Workshop 10/25-27/2016
 - Please see school websites for events
- Recommendation to consider appointment for BA/BS
 - Process steps taken
 - Candidate recommendation

5.02 Board Committees

- 5.02a Policy & Curriculum
- 5.02b Finance & Physical Plant
- 5.02c Human Resources & Negotiation

Ms. Brett noted that no committee meetings had been scheduled for the month of August.

5.03 Sending District Reports

- 5.03a Beverly - none
- 5.03b Riverton - none

5.04 Student Representative

Ms. Lake reported that the new traffic pattern at the high school was working well, she provided an update on the success of the athletic teams and the various activities of a number of student groups.

5.05 PTA

Ms. Hartman welcomed every back from the summer and reported that:

- There was a nice turn out at Charles streets for back to school night.
- The first PTA fundraiser began on Tuesday.
- September 23rd is picture day.
- The first PTA meeting of the year is September 20th at 7 p.m. in the Charles Street art room.
- The next fundraiser to benefit the middle school will begin on September 28th and run through October 12th.
- The second PTA meeting will be October 4th at 7 p.m. in the Charles Street art room.

- 5.06 Borough Liaison
Mayor Arnold reported:
- The new traffic pattern at the high school was working well.
 - Welcome to the new SRO.
 - Invited participation in "Community Spotlight".
 - Town-wide yard sale Saturday, September 17th

6 Correspondence - none

7 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.

8 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 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 or current 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 in 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. Upon its return from closed session, the Board may take action.

Voice Vote by Full Board

Motion: Mr. Russell
Second: Mr. Quigg
Vote: Unanimous
Time: 7:14 p.m.

9 Return from Closed Session

Voice Vote by Full Board

Motion: Mr. Quigg

Second: Mr. Toner

Vote: Unanimous

Time: 7:43 p.m.

10 Routine Business

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

10.01a Substitute:
Stephen Villari Teacher \$70.00/day

10.01b *Volunteer pending criminal history review:
Cielo Nuestro (Marching Band, Girls/Boys Tennis)

Voice Vote by Full Board

Motion: Mr. Toner

Second: Mr. Quigg

Vote: Unanimous

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

10.02a +Check Registers:
June 2016 representing hand and machine checks totaling \$2,046,554.28;
July 2016 representing hand and machine checks totaling \$1,141,165.11;
August 2016 representing hand and machine checks totaling \$827,424.95

10.02b +Board Secretary's Report for May, June, July 2016 and the Treasurer's Report for
May, June, July 2016 which have been found to be in agreement.

10.02c +Transfer Reports for June, July, August 2016

10.02d +Cafeteria Reports for June, July, August 2016

10.02e +Minutes of Regular Meeting on August 10, 2016

10.02f Student Placement:
Student #6965833864 to attend B. Bernice Young Elementary School in Burlington
Township for the 2016/2017 school at a tuition rate of \$38,000 effective 9/6/2016.

10.02g Professional Development:
Staff Member Name/Date of Workshop/Travel Location
Jennifer Allen Masonic Model Student Assistance Program Burlington, NJ

Jenna Mackey	Masonic Model Student Assistance Program	Burlington, NJ
Jessica Mullan	Masonic Model Student Assistance Program	Burlington, NJ

- 10.02h Approve Professional Development travel for the following staff/Board Member(s) to attend the NJSBA 2016 Workshop & Exhibition in Atlantic City, New Jersey from 25 October 2016 through 27 October 2016 at an estimated cost not to exceed \$350.00 per person. The listed staff/Board Member(s) have notified the Superintendent that the primary purpose of attending this travel event is to discuss methods to help schools use their limited resources more efficiently, ways school districts can become environmentally and financially sustainable, and strategies on becoming more effective school leaders.

Board Members:

Amy Austin
Keith Austin
Laurie Beck
Nancy Brett
John Kay
John Quigg
Mark Russell
Nicolas Sarracino
Sean Toner
Brian McBride, Superintendent

This travel is directly related to the responsibilities of the staff/ Board Member(s) listed and furthers the efficient operation of the district

Roll Call Vote by Full Board

Motion: Mr. Quigg Second: Mr. Austin

Ayes: (8) Ms. Beck, Ms. Austin, Mr. Kay, Mr. Quigg, Mr. Toner, Mr. Russell (10.02a-d and f-g), Mr. Austin, Ms. Brett

Nays: (0) none

Abstentions: (1) Mr. Russell (10.02e)

11 Old Business - None

12 Personnel

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

- 12.01a *Mr. Todd D. Reitzel be appointed School Business Administrator/Board Secretary for the 2016/2017 school year at a salary of \$102,000 pro-rated, effective upon release from his current school district.

Mr. McBride detailed the search and interview process related to his SBA/BS recommendation.

Roll Call Vote by Full Board

Motion: Mr. Austin Second: Mr. Toner

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

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

- 12.02a Approve an extended medical leave for employee #66809724 through September 30, 2016.
- 12.02b Appoint Mr. Christopher Adams as a Technology Specialist for the 2016/2017 school year, pending criminal history review, at a salary of \$38,000 pro-rated effective 9/1/2016.
- 12.02c Appoint Mr. Michael C. Massi as a Custodian for the 2016/2017 school year at a salary of \$24,960.00 pro-rated, pending criminal history review, effective 9/16/2016.

Roll Call Vote by Full Board

Motion: Mr. Quigg Second: Ms. Beck

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

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

- 12.03a Appoint Mrs. Meredith Tenety-McGrath as the Guidance Secretary for the 2016/2017 school year at a salary of \$29,854 pro-rated (Step 8), effective 9/1/2016.

- 12.03b Approve the following novice teacher mentor:

<u>Staff Member</u>	<u>Assignment</u>	<u>Mentor</u>
Maria Keefe	Middle School Science	Karen DeCesare

- 12.03c *Approve staffing for the 3-7 program:
 - 1) Teachers - \$30.00/hr. as per the PEA Agreement:

Sabrina Bonner	Frank Hiller	Joe Rosato
Katie DeMarco	Dan Licata	Lauren Schmidt
Elizabeth Follis	Kim Martino	Melanie Sharkey
Lorita Foster	Devon Murtagh	Jennifer VanZandt
 - 2) Administrators - \$55.00/hr. as per the PAA Agreement:
 - Ken Holloway
 - Christopher Tracey
 - Mark Pease

Roll Call Vote by Full Board

Motion: Mr. Toner Second: Mr. Russell

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

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

12.04a *Rescind the appointment of Ms. Christa Ruppert as a long term teacher replacement for grade 2 from 10/17/2016 to 12/23/2016.

12.04b Approve the following novice teacher mentors:

<u>Staff Member</u>	<u>Assignment</u>	<u>Mentor</u>
Ms. Rileigh Ruff	gr. 4	Melanie Gerner
Ms. Rachel Odgers	gr. 6	Linda Plym
Ms. Stephanie Barron	long term teacher replacement gr. 6 from 9/26/2016 to 12/16/2016	Karla O'Connell
Ms. Kimberly Shinn	long term teacher replacement gr. 4 from 9/1/2016 to 2/3/2017 (revised dates)	Deborah Falcone

12.04c Approve the revised request for a leave of absence from employee #76785609 as follows:
 – Paid leave of absence from 9/1/2016 through 10/28/2016;
 – Unpaid leave from 10/31/2016 through 2/3/2017

12.04d +Accept the letter of intent to retire from Ms. Linda Tool, paraprofessional aide, effective 1/1/2017.

12.04e Appoint the following part time paraprofessional aides at a salary of \$10,725 pro-rated, pending criminal history review: Crystal Clement, Christina Sanders

12.04f Appoint the following students as teacher assistants in the After School Program for the 2016/2017 school year:
 Kai M. Jendrzewski @ \$8.50/hr.
 Ashley M. Maniscalco @ \$8.50/hr.

Roll Call Vote Palmyra Board

Motion: Mr. Toner Second: Mr. Austin

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

13 Business, Finance and Operations

13.01 Certification

Pursuant to NJAC 6:20-2.13(e), we certify that as of July 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 by Full Board

Motion: Mr. Quigg Second: Mr. Kay

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

Nays: (0) none

Abstentions: (0) none

14. Policy & Curriculum

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

14.01a +Adopt the following Policies/Regulations:

P 7481 Unmanned Aircraft Systems (UAS also known as Drones) (2nd reading)

P 8454 Management of Pediculosis (2nd reading)

14.01b Enter into a Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) for the 2016/2017 school year.

14.01c +Approve the 2016/2017 District Nursing Services Plan

Roll Call Vote by Full Board

Motion: Ms. Beck Second: Ms. Austin

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

Nays: (0) none

Abstentions: (0) none

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

14.02a Approve the following professionals to provide services for psychiatric evaluations for the 2016/2017 school year:

Dr. James Hewitt - \$525.00 per evaluation

Dr. Edward Tobe - \$250.00 per evaluation

14.02b Approve the following professional to provide services for neurological, neuropsychiatric or psychiatric evaluations for the 2016/2017 school year:

Dr. Mark Mintz - \$600.00 per evaluation

14.02c Approval to use Brett DiNovi & Assoc., L.L.C. for the 2016/2017 school year for the following:

Behavioral Consultant: Initial evaluation fee - \$120.00 per hour

Behavioral Consultant: Follow-up consultation fee - \$105.00 per hour

Roll Call Vote by Full Board

Motion: Mr. Toner Second: Mr. Quigg

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

Nays: (0) none
Abstentions: (0) none

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

14.03a Approve the following fundraising activities:

- PEA (Ken Miller and Katie Salvo)
Charity drive to raise money for the flood victims in Baton Rouge, Louisiana. The PEA will collect donations throughout the week of 9/19/16-9/23/2016. The PEA will then have a \$5 dress down day on 9/23/2016.
- German Club (Katie DeMarco)
Sell cowbells with a panther paw on them at sporting events throughout the fall. The cost will be \$3 per bell. The money raised will go toward the student trip to Germany in 2017.
- Athletic Department (Mike Papenberg)
Sell old soccer uniforms instead of throwing them away. The jerseys will be sold for \$5 and the shorts will be sold for \$3. The uniforms will be sold during the soccer season from 9/15/2016-11/16/2016. The money raised will go toward purchasing new flags for the stadium.
- Disney Trip of 2020 (Eric Mehler)
Sell popcorn at PHS from 9/30/2016-11/4/2016. Money raised through the fundraiser will go toward offsetting the cost of the 2020 trip.

Roll Call Vote by Full Board

Motion: Mr. Quigg Second: Mr. Russell

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

15 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.

15.01 Recognition of members of the Public

No member of the public wished to be recognized at this time.

15.02 Recognition of members of the Board

Mr. Russell asked if the FY16 excess balance had been determined. Mr. Blatchley noted that the audit was currently underway and that it should be complete prior to October 4th.

16 Closed Session

9/14/2016

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Voice Vote by Full Board

Motion: Mr. Quigg

Second: Mr. Toner

Vote: Unanimous

Time: 8:04 p.m.

17 Return from Closed Session

Voice Vote by Full Board

Motion: Mr. Quigg

Second: Mr. Russell

Vote: Unanimous

Time: 9:27 p.m.

18 Adjournment

Voice Vote by Full Board

Motion: Mr. Kay

Second: Mr. Toner

9/14/2016

Vote: Unanimous

Time: 9:27 p.m.

Respectfully Submitted,

William R. Blatchley
School Business Administrator/Board Secretary