MINUTES

1 Call to Order

Time began: 7:01 p.m. Presiding: Ms. Nancy Brett

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 November 4, 2016.

2 Moment of Silent Meditation

3 Salute to the Flag

4 Roll Call

Members of the Board	Present	Absent	Arrival after call to order
Ms. Amy Austin	X		
Mr. Keith Austin, Vice President	X		
Mrs. Laurie Beck	X		
Ms. Nancy Brett, President	X		
Mr. John Kay	X		
Mr. John Quigg	X		
Mr. Mark Russell	X		
Mr. Nicolas Sarracino		X	
Mr. Sean Toner		X	
Mr. Jeffrey Elliot, Riverton Rep	X		
Mrs. Mary Wolbert, Beverly Rep		X	
Ms. Rebecca Lake, Student Rep		X	

Also Present: Mr. McBride, Mr. Reitzel, Mr. Pease, Mr. Holloway, Mr. Holt, Ms. Dev; School Attorney and approximately 25 of the public.

5 Presentation

5.01 Students of the Month

- Jane Ancker – 3rd Grade
- John Liebe – 6th Grade
- Heather Adams – 7th Grade
- Emily Montgomery – 12th Grade

6 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 or may not take action.

Voice Vote by Full Board

Motion:	Mr. Austin
Second:	Mr. Toner
Vote:	Unanimous
Time:	7:15 PM

7 Return from Closed Session

Voice Vote by Full Board

Motion:	Mr. Russell
Second:	Mr. Elliot
Vote:	Unanimous
Time:	8:00 PM

8 Reports

8.01 Superintendent

8.01a Administrator Reports - None

8.01b Superintendent's Report

- Recommend moving November Committee meeting from 11/21 to 11/30. Board in agreement.
- December BOE meeting will take place in PHS auditorium at 7:00 PM. The Board will recognize Fall 2016 Student Activities and Athletics at this meeting.
- Mr. Robert Marrone of Bowman & Company will present Palmyra's CAFR for the 2015-16 SY at the December 14, 2016 Board meeting.
    - Mr. Kay recommended moving this presentation to the November 30 Committee meetings. With many in agreement, Mr. Marrone will be contacted to ensure he can make that date.
- Ms. Brett added that Palmyra's Boys Soccer team will be playing in the Group I Central Championship in Asbury Park, NJ, tomorrow (11/10/16) at 2:00 PM.

8.02 Board Committees

8.02a Policy & Curriculum – No meeting due to SBA Convention

8.02b Finance & Physical Plant – No meeting due to SBA Convention

- Mr. Kay read the Buildings & Grounds report for October 2016

8.02c Human Resources & Negotiation - No meeting due to SBA Convention

8.03 Sending District Reports

8.03a Beverly - None

8.03b Riverton

- Mr Elliot mentioned that Riverton has completed its financial audit.

8.04 Student Representative - None

8.05 PTA

- Ms. Hartman reported on the following:
  - Held USA to Z political assembly on October 18th with Mayor Arnold in attendance.
  - Week of October 28 held first Scholastic Book Fair with sales of almost $6,000.
  - On October 28 held annual Halloween pumpkin decorating contest and general meeting.
  - Running Spirit wear sale from November 1st thru 22nd. Check out www.palmyranjpta.org
  - 6th Grade Dance Committee is holding annual poinsettia sale 11/16-11/30.
  - Will be putting up their annual "Mitten Tree" on November 23rd at CSS with the help of Mrs. Adams, Mrs. Nece and the Girl Scouts. Donations will go to Providence House.
  - Spirit night at Iron Hill Brewery on November 30th. 20% of sales will be donated to PTA.
  - Our Holiday Shop will be December 5th thru 9th at CSS Library.
  - Next PTA meeting is December 6th at 7:00 PM at CSS.

8.06 Borough Liaison - None

9 Correspondence - None

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.

- None at this time.

11 Routine Business

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

11.01a +Enrollment Report for October 2016

11.01b +Health Report for October 2016

11.01c +HIB Report for October 2016

11.01d +Violence, Vandalism & Substance Abuse Report for October 2016

11.01e +Fire/Safety Drills for October 2016

11.01f Volunteers: Joy Butler, Heidi Kane, Christa McCoy, Amy Okazaki, Theresa Sardos, Steven Sardos, Eunice Schiavinato, Tippy Woodard

Paraprofessional Volunteers (pending criminal history clearance): Javon Hairston-boys basketball, Kevin Potor-winter track/field

Voice Vote by Full Board

Motion: Mr. Austin
Second: Mr. Elliot
Vote: Unanimous

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

11.02a +Check Register for October 2016 representing hand and machine checks totaling $635,251.23

11.02b +Board Secretary's Report for September 2016 and the Treasurer's Report for September 2016 which have been found to be in agreement.

- Mr. Russell mentioned that the Secretary's report for this month contained errors and after consulting the Business Administrator wanted the record to reflect that the corrections were made after the month was already closed.

11.02c +Transfer Report for October 2016

11.02d +Cafeteria Report for October 2016

11.02e +Minutes of Regular Meeting of October 12, 2016;
+Executive Session Minutes of October 12, 2016

11.02f Student Placements:
- Student #8379068616 to attend YALE School, Medford Campus, at a tuition rate of $45,781.20 pro-rated, effective 10/19/16;
- Student #7710652979 to attend Burlington County Special Services Bridge Program for the remainder of the 2016/2017 school year at a tuition rate of $40,000 pro-rated, effective 11/2/16.

11.02g Professional Development:

Staff Member	*Name/Date of Workshop/Travel*	*Location*	*Cost*
Colleen Grose	The Adolescent Brain: Harnessing New Science Research to Increase Engagement, 12/6/16	Westampton, NJ	0.00
Jennifer Allen	BER: Co-Teaching Conference, 11/29/16	Voorhees, NJ	$245.00
Kathy Myers	BER: Co-Teaching Conference, 11/29/16	Voorhees, NJ	$245.00
Karyn Frengs	BER: Motivation, Mindset and Grit, 2/15/17	Voorhees, NJ	$245.00
Frank Hiller	BER: Making Best Use of Free Google Tools, Apps and Extensions To Strengthen Math Instruction, 1/10/17	Voorhees, NJ	$245.00
Lianne Kane	Overview of Discrimination Law And the Role of the Affirmative Action Officer, 11/29/16	Mt. Laurel, NJ	$150.00
Stacy Pogoda	2017 Pre-Kindergarten Conference 2/27 and 2/28/17	Atlantic City, NJ	$415.00
Barbra Webb	BER: 101 Therapy Strategies to Increase Your Effectiveness as a SLP, 2/28/17	Voorhees, NJ	$245.00
Maria Keefe	BER: Next Generation Science Standards, 1/27/17	Voorhees, NJ	$245.00
John Yoon	BER: Next Generation Science Standards, 1/27/17	Voorhees, NJ	$245.00
Renee Hoffecker	2017 Kindergarten Conference 2/27 and 2/28/17	Atlantic City, NJ	$415.00
Michele Mills	2017 Kindergarten Conference	Atlantic City, NJ	$415.00

	2/27 and 2/28/17		
Kristen Holcomb	2017 Kindergarten Conference 2/27 and 2/28/17	Atlantic City, NJ	$415.00
Mike Tumelty	IED: Applied Behavior Analysis 1/9/17	Cherry Hill, NJ	$245.00
Mike Tumelty	BER: Powerful, Practical Strategies For Reaching Underperforming (and Apathetic Students), 12/14/16	Cherry Hill, NJ	$245.00
Rileigh Ruff	Differentiation of Instruction Work-Shop Series, 11/30, 1/12, 3/15	Blackwood, NJ	$300.00
Chris Tamarri	Differentiation of Instruction Work-Shop Series, 11/30, 1/12, 3/15	Blackwood, NJ	$300.00

Roll Call Vote by Full Board

Members of the Board	Made	Second	Yes	No	Abstain
Mr. Toner	X		X		
Mr. Russell			X		
Ms. Austin			X		
Ms. Brett, President			X		11.02e
Mrs. Beck			X		11.02e
Mr. Kay			X		
Mr. Austin, Vice President		X	X		
Mr. Quigg					
Mr. Sarracino					
Mr. Elliot, Riverton Rep			X		
Mrs. Wolbert, Beverly Rep					

12 Old Business – Extracurricular Appointment tabled from October 2016 meeting 10.02d, now 12.01

12.01 Approve the following extracurricular appointments:

Staff Member	*Activity*	*Rate*
Mr. Douglas Straeter	Intramural Baseball Advisor	$475
Mr. Douglas Straeter	Intramural Basketball Advisor	$475

Roll Call Vote Palmyra Board

Members of the Board	Made	Second	Yes	No	Abstain
Mr. Toner			X		
Mr. Russell	X		X		
Ms. Austin			X		
Ms. Brett, President			X		
Mrs. Beck			X		
Mr. Kay			X		
Mr. Austin, Vice President		X	X		
Mr. Quigg					
Mr. Sarracino					

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. Keith Higginbotham, Operations Supervisor, effective November 17, 2016.

- Mr. McBride wanted to congratulate Mr. Higginbotham on his new position at another school district, which was a promotion, and the reason for his departure.

13.01b Request to Enroll in Graduate Course and Apply for Tuition Reimbursement:

Staff Member	*Course/Dates/University*	*Reimbursement Cost*
Christina Birch	EDSV28522 Instructional Leadership & Supervision/ 1/3/17 to 2/27/17 at Rowan Univ.	per the negotiated agreement

13.01c Approve the following personnel as part time bus aides for the remainder of the 2016/2017 school year (no benefits): Tim Howard, Sabrina Brinkley (substitute).

13.01d Approve a paid medical leave for employee #36176774 from 10/31/16 through 11/23/16.

13.01e Appoint Mr. Erik Saunders as the Assistant Wrestling Coach for the 2016/2017 school year, pending criminal history review, at a stipend of $4,318.

13.01f Appoint Ms. Lianne Kane as Homeless Liaison Officer for the remainder of the 2016-17SY.

Roll Call Vote Full Board

Members of the Board	Made	Second	Yes	No	Abstain
Mr. Toner	X		X		
Mr. Russell			X		
Ms. Austin			X		
Ms. Brett, President			X		
Mrs. Beck			X		
Mr. Kay			X		
Mr. Austin, Vice President		X	X		
Mr. Quigg					
Mr. Sarracino					
Mr. Elliot, Riverton Rep			X		
Mrs. Wolbert, Beverly Rep					

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

13.02a Approve the request for an unpaid leave of absence on 11/7, 11/8, 11/9 for employee #89734396.

Roll Call Vote Palmyra Board

Members of the Board	Made	Second	Yes	No	Abstain
Mr. Toner	X		X		
Mr. Russell			X		
Ms. Austin			X		
Ms. Brett, President			X		
Mrs. Beck			X		
Mr. Kay			X		

Mr. Austin, Vice President		X	X		
Mr. Quigg					
Mr. Sarracino					

14 Business, Finance and Operations

14.01 Certification
Pursuant to NJAC 6:20-2.13(e), we certify that as of September 30, 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

Members of the Board	Made	Second	Yes	No	Abstain
Mr. Toner			X		
Mr. Russell			X		
Ms. Austin			X		
Ms. Brett, President			X		
Mrs. Beck			X		
Mr. Kay		X	X		
Mr. Austin, Vice President	X		X		
Mr. Quigg					
Mr. Sarracino					
Mr. Elliot, Riverton Rep			X		
Mrs. Wolbert, Beverly Rep					

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

14.02a Approve the rate for a bus aide to be $34 per bus run, regardless of time, with a maximum of two runs per day.

Roll Call Vote Full Board

Members of the Board	Made	Second	Yes	No	Abstain
Mr. Toner	X		X		
Mr. Russell			X		
Ms. Austin		X	X		
Ms. Brett, President			X		
Mrs. Beck			X		
Mr. Kay			X		
Mr. Austin, Vice President			X		
Mr. Quigg					
Mr. Sarracino					
Mr. Elliot, Riverton Rep			X		
Mrs. Wolbert, Beverly Rep					

15 Policy & Curriculum

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

15.01a Approve a bus aide for student #3351831245 to YALE Ellisburg for the remainder of the 2016/2017 school year.

15.01b Approve the following requests for homebound instruction:
- Student #5603712692 from 10/20/16 until completion of credits, or out of district placement;
- Student #3767460739 from 10/31/16 to date of placement out of district.
- Student LID #13548432 from current date with termination to be determined.

Roll Call Vote Full Board

Members of the Board	Made	Second	Yes	No	Abstain
Mr. Toner			X		
Mr. Russell			X		
Ms. Austin			X		
Ms. Brett, President			X		
Mrs. Beck	X		X		
Mr. Kay			X		
Mr. Austin, Vice President			X		
Mr. Quigg					
Mr. Sarracino					
Mr. Elliot, Riverton Rep		X	X		
Mrs. Wolbert, Beverly Rep					

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 student activities:
- PHS Assembly on 11/3/16, 6:00 p.m., "15 Minute Child Break";
- Det. Dave Kohler from the Burlington County Prosecutor's Office will do a presentation to 7/8th graders on Social Media;
- Guest speaker from Burlington County AA to speak to Freshman health classes on 11/28/16;
- Approve student #6517020347 to compete in the BCSL Swim Open at Burlington County College on 2/3/17, the South Jersey Open on 1/28/17 at GCIT, and any of the NJSIAA open competitions that the student may qualify for. This activity will be overseen by Mr. Mike Papenberg and Mrs. Willard. Entry fees to be paid by the Palmyra School District and transportation to be provided by the student's parents.

15.02b Approve the following student fundraising:
- Football Team (Jack Geisel) to sell Thanksgiving pies/cakes from 11/1 to 11/23/16 with proceeds to go toward the PHS football team.
- German Club (Katie DeMarco) – proceeds to go toward the German Club trip to Germany:
  - Host a spaghetti dinner on 11/17/16 in the high school cafeteria;
  - Dine, Donate & Simminetti's 11/20/16;
  - sell Advent Calendars and gummy bears from 11/9-12/23/16;
- Class of 2018 (Alex Torrance):
  - Hold a PJ Whelihan's night on 11/30/16 or an alternative date

Mrs. Beck expressed frustration that 2 fundraisers are scheduled for the exact same day. Mr. Toner agreed that he has problems scheduling group events as well. Discussion regarding Athletic Director being responsible for coordinating events so this does not occur going forward. Mr. McBride said that problems in this area have decreased substantially.

- Sell V-Day Grams with Hershey Kisses ($.50 each) from 2/6 to 2/14/17

- Junior Student Council (Jen VanZandt):
  - Hold a Gertrude Hawk Candy Bar Sale from 11/14-6/15 to support the TCNJ winter meeting and end of year trip to Great Adventure;
  - Hold bake sales on the 3rd Thursday of each month beginning in November to support the end of year trip to Great Adventure;
  - Hold dress down days on 1/5, 2/24 to help pay for junior student council t-shirts.
- Palmyra Players (Lisa Muir Jablonski):
  - Face-painting at the annual craft fair on 12/3/16 for donations for the costume accessory fund;
  - Selling tickets for the pancake breakfast on 1/22/17;
  - Selling tickets and t-shirts for the play (Thoroughly Modern Millie) that is scheduled for 3/11 to 3/12/17 to help augment the costume and rehearsal fund. Ticket sales to begin 1/15/17.
- Art Club (Lisa Muir Jablonski):
  - Hold a holiday wreath contest. Students/citizens will make or donate wreaths to be sold to help fund their projects initiative fund. Donations will be received starting 11/1. The wreaths will be sold at the craft fair on 12/3/16 at PHS.

15.02c Approve the following field trips:

Date	*Destination*	*Grade/Subject/Staff*
11/18/16	Lockheed-Martin in Moorestown, NJ	Gr. 9-11/Mrs. Crean
11/19/16	Cherokee High School, Marlton, NJ	Robotics Club/Mr. Yoon, Mr. Gore
12/9/16	Bethlehem, PA	Gr. 9-12/German Club/Ms. DeMarco

Roll Call Vote Full Board

Members of the Board	Made	Second	Yes	No	Abstain
Mr. Toner			X		
Mr. Russell			X		
Ms. Austin			X		
Ms. Brett, President			X		
Mrs. Beck			X		
Mr. Kay			X		
Mr. Austin, Vice President	X		X		
Mr. Quigg					
Mr. Sarracino					
Mr. Elliot, Riverton Rep		X	X		
Mrs. Wolbert, Beverly Rep					

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:

Date	*Destination*	*Grade/Subject/Staff*
11/19/16	NJ State House in Trenton	Gr. 4/Mrs. Falcone

The Board would like to recognize the PTA for its financial support, which helps to make many of these trips possible.

15.03b Approve the following student activities:
- Anti-Bullying assembly on 10/26/16, entitled "*Justice Rescue"*
- Reading and book signing by author, Alysson Foti Bourque, on 10/21/16

Roll Call Vote Palmyra Board

Members of the Board	Made	Second	Yes	No	Abstain
Mr. Toner	X		X		
Mr. Russell			X		
Ms. Austin			X		
Ms. Brett, President			X		
Mrs. Beck			X		
Mr. Kay			X		
Mr. Austin, Vice President		X	X		
Mr. Quigg					
Mr. Sarracino					

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 - None
16.02 Recognition of members of the Board
- Mr. Russell mentioned that a former Board member had passed away.
- Ms. Brett mentioned that Geneva Moore, former Business Administrator for Palmyra, had also recently passed away.
- Mr. McBride mentioned that Veterans Day is Friday and that the District is closed the next 2 days for the NJEA Convention in Atlantic City.

17 Adjournment

Voice Vote by Full Board

Motion: Mr. Elliot
Second: Mr. Austin
Vote: Unanimous
Time: 8:30 PM

Respectfully Submitted,

Todd D. Reitzel
School Business Administrator/Board Secretary