Minutes

1 Call to Order

The meeting was called to order at 7:00pm. Mr. Russell recognized Patriot Day and then read the opening 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, and the Philadelphia Inquirer, on Sept. 6, 2019.

2 Moment of Silent Meditation

3 Salute to the Flag

4. Roll Call
Present: Ms. Austin, Ms. Beck, Ms. Campbell, Mr. Dickinson, Mr. Liebe, Mr. Quigg (7:04pm), Mr. Russell, Mr. Toner, Mr. Elliott, Mr. Stewart, Ms. Breece
Absent: Ms. Belton

5. Presentations

5.01 Student of the Month - none
5.02 Mr. Russell read the following certificates and proclamations into the record and recognized a number of donations received by the district.
- Reading of the Certificate presented to Edna Washington Webb on the occasion of her 100th Birthday;
- Reading of the Proclamation made for Chief Payton I. Flournoy, Sr. Memorial Park;
- Recognition of donated goods and services by the following: Eastern Environmental (donated landscape blocks), Mr. Theodore Moser (donated welding services), and Mr. Dennis Russell (donated power washing services).

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, in approximately **15 minutes**.

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:

_____ 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
_____ Any matter in which the release of information would impair a right to receive funds from the federal government
_____ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy
_____ 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
_____ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed

_____ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection

_____ Any investigations of violations or possible violations of the law

__X__ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer

____ 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 at a public

_____ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility

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. Stewart Second: Mr. Liebe
Vote: Unanimous Consent
Time: 7:07pm

Return from Closed Session

Voice Vote by Full Board

Motion: Mr. Quigg Second: Mr. Stewart
Vote: Unanimous Consent
Time: 7:16pm

7 Reports

7.01 Superintendent: Smart Goals explanation

1. Opening of Schools
2. School Security (report provided)
   a. Network attacked – ransomware
   b. Locked out from 8/24-8/30
   c. Contracted engineering firm
   d. Determined entry/vulnerability
   e. No ransom paid
   f. System restored from safe backup
   g. Cleaned entire IT system
   h. Notified PPD and ECS/DOE
   i. Notified insurance company
   j. Thank you to Dave Ritchie, Rob Reimer, and Chris Adams
   k. Researching and recommendations forthcoming
3. Appointments
   a. Richard Gunning – Safety and Security Officer
   b. Eleanor Wright – part time custodian
   c. Allison Forbes – Grade 4/5 Special Education teacher
   d. Alyssa Simpson – Grade 7 Special Education teacher
4. Resignations/Retirements
   a. Stacey Norcross – resigning effective 9/13
   b. Sarah Snow-Bailey – retiring effective 12/31 – Thank you!
5. Donations
   a. Eastern Environmental – landscape blocks at CSS
   b. Theodore Moser – welding services

c. Dennis Russell – power washed the stadium steps
d. Floyd Johnson – 2 HP Chromebooks, $500 lunch debt reduction, 30 backpacks filled
e. Chief John Shaw (Riverton PD) – 25 backpacks filled

6. Burlington County Chapter of NJSBA
   a. Dinner/workshop at Medford Village Country Club on 9/12
   b. Topic: regionalization
7. Back-to-School Nights
   a. PMS/PHS – 9/18
   b. CSS – 9/19
8. NJ Student Learning Assessment
   a. Individual Student Report (ISR) in the process of being mailed to parent(s)
   b. District presentation to occur at the 10/9 board meeting
9. Request for bus driver(s)
   a. Appropriate CDL required
   b. Pass the word throughout the community
10. 2019-2020 District SMART Goals
    Regarding the SMART Goals, the Members asked a number of clarifying questions and questions regarding the implementation of the goals. A number of goals were modified as a result of the discussion.

7.02 Board Committees

7.02a Policy & Curriculum
Ms. Austin reported that the committee met on September 4th, to discuss the policies and curriculum which are included on the current agenda. The committee also discussed the SMART Goals, changes to the regular meeting agenda format, and the communication plan, as well as a number of policies which require review on an annual basis.

7.02b Finance & Physical Plant
Mr. Toner reported that the committee met on September 4th to discuss and review routine business items, changes in operating department personnel and the completion status of the planned summer projects.

7.02c Human Resources & Negotiation
Ms. Beck reported that the committee did not meet during this period.

7.02d Strategic Planning
Mr. Russell reported that the committee did not meet during this period.

7.03 Sending District Reports

7.03a Beverly
Mr. Stewart reported that NJDOE approved Beverly's application for the Pre-K Expansion Grant.

7.03b Riverton
Mr. Elliott reported that Riverton would be holding their Back to School Night on September 12th and that the next meeting of the Board would be September 24th.

7.04 Student Representative
Ms. Breece reported on a number of High School activities and fundraisers.

7.05 PTA
Ms. Bachich presented the following report:

- The first PTA meeting was held on September 9th. PTA information packets with membership forms went home with students this week. The membership goal is 200 members this year so please register to join the PTA!
- The PTA treasurer, Stacey Burns, has been finalizing the budget for the 2019-2020 school year. It will be ready for an approval vote at the first general meeting on October 7th.
- Teacher Wish List bulletin boards are going up at both Charles Street and PMS/PHS for Back to School Night. If you are in the lobby of CSS or outside the main office at the high school, you're invited to grab a wish list item off the board to grant for one of our great teachers.

- The PTA will have a table set up at Charles Street Back to School Night on September 19th with registration forms and information. The Middle School committee will also be selling pretzels and water to raise money for the 8th grade dance.
- The first fundraiser of the year will be a Charleston Wrap sale kicking off on September 16th.
- September 30th is fall picture day.
- The October 7th general meeting is also the annual Open House, where interested individuals can learn more about the various PTA committees and what they do. The PTA is in need of many more volunteers and there are several committees without chairpersons. As part of that night the PTA will also be hosting a Meet the Candidates event where members of the public can get to know the candidates for open Board of Education seats. Invitations were mailed to the candidates today. These events all take place starting at 6:30 p.m. in the Charles Street School gymnasium on Monday, October 7th.

7.06 PHSFEE – no report

7.07 Borough Liaison – no report

8 Correspondence – none

9 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.

10 Consent Agenda Approval

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

10.01a +Enrollment Report – August 2019
10.01b +Health Report – none
10.01c +HIB Report – none
10.01d +Violence, Vandalism & Substance Abuse Report – none
10.01e +Volunteers – none
10.01f +Fire Drills – none
10.01g +Bill list – August 2019
10.01h +Board Secretary Report and the Treasurer Report for June 30, 2019 which have been found to be in agreement
10.01i +Transfer Report – June 30, 2019
10.01j +Minutes of the Regular Meeting of August 14, 2019
10.01k +Student Teacher Placements – none
10.01l +Travel and Professional Development– none

Roll Call Vote by Full Board:

Motion: Mr. Quigg Second: Mr. Stewart

Ayes: (10) Ms. Austin, Ms. Campbell, Mr. Toner, Mr. Dickinson, Mr. Liebe, Mr. Quigg, Mr. Elliott, Mr. Stewart, Ms. Beck, Mr. Russell
Nays: (0) none
Abstentions: (0) none

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 Appointments for the 2019-2020 School Year:
- Ms. Annette Knighten to the Safety Committee;
- Ms. Michele Levins as PHS Fall Cheerleading Coach;
- Ms. Eleanor Wright, part time Custodian, $10,830 pro-rated;
- Ms. Jennifer Cerchiaro, Cafeteria Aide, 3 hrs. daily at $12.00/hour pending criminal history background check;
- Mr. Richard Gunning, School Security Officer, $39,908.00 pro-rated.

1201b Resignations:
Mr. Richard Dreby, School Security Officer, as of 09/30/2019.

12.01c Salary Adjustments - none

12.01d Assignments/Transfers - none

12.01e Leave of Absence:
- Staff member #48275721 from 11/25/2019 - 04/03/2020 as per request on file with the Superintendent's office.

12.01f Substitutes for the 2019-2020 school year:
- Christina DeJoseph, substitute teacher, pending County Substitute Certificate and criminal history background check;
- Armani Cruz, substitute teacher.

12.01g Tuition reimbursement:
- Ms. Jannet Vaca, Rowan Course # ELEM 02511 as per the collective bargaining agreement

12.01h Overload Stipends for the 2019-2020 school year:
- Ms. Danielle Willard, $1,100.00, for one (1) instructional period per week as per student IEP;
- Mr. John Geisel, Ms. Sabrina Bonner, Ms. Karen DeCesare, Ms. Katie Salvo, $1,100.00 each for overseeing one (1) period per week of the online program at PLA in the subject areas of ELA, Science, Math and Spanish;
- Mr. John Yoon, $1,100.00 for each of two (2) instructional lab periods in AP Physics and AP Chemistry per week for a total of $2,200.00; Ms. Kelly Jones, $1,100.00 for one (1) additional instructional lab per week in AP Biology;
- Mr. Jeremy Nevitt, $2,200.00 for having a 5th subject to prep for during the 2019-2020 school year;
- Mr. Aaron MacKenzie, $5,500.00 for an additional physical education class in lieu of a prep period.

Roll Call Vote by Full Board:

Motion: Mr. Toner Second: Mr. Elliott

Ayes: (10) Ms. Austin, Ms. Campbell, Mr. Toner, Mr. Dickinson, Mr. Liebe, Mr. Quigg, Mr. Elliott, Mr. Stewart, Ms. Beck, Mr. Russell
Nays: (0) none
Abstentions: (0) none

12.02 BE IT RESOLVED that the following personnel actions affecting grades PK-8 only are hereby approved as recommended by the Superintendent

12.02a Appointments for the 2019-2020 School Year:
- Ms. Allison Forbes, Gr. 4-5 Special Education Teacher, $56,620 (MA, Step 1);
- Ms. Alyssa Simpson, Gr. 7 Special Education Teacher, $55,620 (BA+30, Step 1);
- Students # 3612024844 and # 3496836273 to work in the After School Program.

12.02b Resignations:

+Stacey Norcross, CSS Paraprofessional Aide, effective 09/13/2019;

12.02c Retirements:
+Sarah Snow-Bailey, After School Program, effective 12/31/2019

12.02d Salary Adjustments – none

12.02e Assignments/Transfers - none

12.02f Leave of Absence – Unpaid leave for employee #16232977 until 10/11/2019.

Roll Call Vote Palmyra Board

Motion: Mr. Quigg Second: Ms. Campbell

Ayes: (8) Ms. Austin, Ms. Campbell, Mr. Toner, Mr. Dickinson, Mr. Liebe, Mr. Quigg, Ms. Beck, Mr. Russell
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 Date of June 30, 2019, 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.

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

13.02a +That the attached lists of building and electronic equipment, which has been determined to have no educational or operational value based on age and condition, be disposed of in accordance with currently established procedure.

13.02b Donations:
- Mr. Floyd A. Johnson: 2 new HP Chromebooks, $500 lunch debt reduction, 30 backpacks filled with school supplies.
- Chief John Shaw, Riverton PD: 25 backpacks filled with school supplies

13.02c Homebound Instruction:
- Student #3630067345 from 09/05/2019 through 10/05/2019.

Roll Call Vote by Full Board:

Motion: Mr. Toner Second: Mr. Elliott

Ayes: (10) Ms. Austin, Ms. Campbell, Mr. Toner, Mr. Dickinson, Mr. Liebe, Mr. Quigg, Mr. Elliott, Mr. Stewart, Ms. Beck, Mr. Russell
Nays: (0) none
Abstentions: (0) none

14 Policy and Curriculum

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

14.01a District Policy - none

14.01b Curriculum – none

14.01c Field Trips, Student Activities, Fundraisers: see Appendix A

14.01d +Research project "Engaging Students in the Scientific Practices" conducted by Ananya Matewos for Temple University's College of Education to be done in partnership with PHS teacher Mr. John Yoon.
14.01e +Approve the 2019-2020 District Smart Goals
14.01f Approve Rite Aide of Oaklyn to run a flu shot clinic for staff members in the PHS cafeteria on October 14, 2019 during the In-Service day.

Roll Call Vote by Full Board:

Motion: Ms. Campbell Second: Mr. Quigg

Ayes: (10) Ms. Austin, Ms. Campbell, Mr. Toner, Mr. Dickinson, Mr. Liebe, Mr. Quigg, Mr. Elliott, Mr. Stewart, Ms. Beck, Mr. Russell
Nays: (0) none
Abstentions: (0) none

14.02 BE IT RESOLVED that the following Policy and Curriculum actions affecting grades PK-8 only are hereby approved as recommended by the Superintendent

14.02a +District Policy - Revised P 5412 Middle School Graduation
14.02b Curriculum: ELA 6 and G & T
14.01c Field Trips, Student Activities, Fundraisers: see Appendix B

Roll Call Vote by Palmyra Board:

Motion: Mr. Toner Second: Mr. Quigg

Ayes: (8) Ms. Austin, Ms. Campbell, Mr. Toner, Mr. Dickinson, Mr. Liebe, Mr. Quigg, Ms. Beck, Mr. Russell
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

Following a brief discussion the Planning Committee agreed to meet at 6:30pm on October 3rd.

Mr. Liebe recognized the effort made to develop the SMART Goals.

16 Adjournment

Voice Vote by Full Board

Motion: Mr. Quigg
Second: Mr. Stewart

Vote: Unanimous Consent

Time: 8:45pm

Respectfully Submitted,

W. R. Blatchley
Board Secretary