



Palmyra School District

Palmyra, NJ 08065

NOTICE OF MEETING

NOTICE is hereby given by the Palmyra Board of Education that a meeting will be held:

Day: Tuesday
Date: December 13, 2011
Time: 7:00 p.m.
Location: Delaware Avenue All-Purpose Room

The purpose of this meeting to the extent now known involves the following matters:

1. Personnel
 - a. Resignations
 - b. Professional Development/Travel
 - c. Substitutes
 - d. Extracurricular Activities
 - e. Student Teacher
 - f. Leave of Absence
2. Student Personnel Services
 - a. Educational Field Trips
 - b. Student Activities
 - c. Curriculum
3. New Jersey QSAC District Performance Review
4. Finance
 - a. Certification
 - b. Bill Lists
 - c. Secretary's Report
 - d. Treasurer's Report
 - e. Report of Transfers by Account Code
 - f. 2010-2011 Comprehensive Annual Financial Report
 - g. Voided Checks
 - h. Continuing Disclosure and Dissemination Agent
 - i. Bid Proposal
 - j. Tuition Reimbursement
 - k. Salary Adjustments

Notices Sent To:
Palmyra Borough Clerk
Burlington County Times
Philadelphia Inquirer
Courier Post
The Town News
The Trend

Notices Posted At:
Board Office
Charles Street School
H. S. Library (Bulletin Board)
H. S. Office (Bulletin Board)
Palmyra Borough Hall
Palmyra Post Office
Board Members

William R. Blatchley
Board Secretary

December 9, 2011
Date



PALMYRA BOARD OF EDUCATION
PALMYRA, N.J. 08065

David T. Lindenmuth
Superintendent of Schools

Administrative Office
301 Delaware Avenue
856-786-9300
FAX: 856-829-9638

William R. Blatchley
*Business Administrator/
Board Secretary*

AGENDA

December 13, 2011

1. Call to order prior to 7:00 p.m.

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 December 9, 2011.

2. Moment of Silent Meditation
3. Salute to the Flag
4. Roll Call:

Mr. Keith Austin
Ms. Nancy Brett
Mr. Richard Dreby, President
Ms. Valerie R. Flournoy
Ms. Vanessa Flournoy
Mrs. Mary L. Holloway, Vice President
Mrs. Susan Kolarovic
Mr. Stanley Ozalis
Mr. John Quigg
Mr. Scott Warnock, Riverton Representative
Mr. Rich Wolbert, Beverly Representative
Mr. Joshua Gersh, Student Representative

5. 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 following subjects shall be discussed on this date in a session of the *Board* closed to the public:

Personnel, Negotiations, Legal

NOW, THEREFORE, BE IT RESOLVED that the aforesated meeting shall be closed to the public for the reasons set forth above, in accordance with the *OPEN PUBLIC MEETINGS ACT*; and

BE IT FURTHER RESOLVED 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.

6. Return to Open Session
7. Superintendent's Report
8. Presentations:
 - Students
 - Website Banner Winner
 - iPads in Preschool
 - AP German
9. Committee Reports
 - Curriculum & Instruction
 - Finance & Physical Plant
 - Human Resources
 - Policy
10. Correspondence
11. Recognition of members of the public wishing to speak on agenda items
12. Routine Business
 - A. Entertain a motion to accept the following reports:
 - Cafeteria Report – November, 2011
 - Enrollment Report – November, 2011
 - Health Report – November, 2011
 - Staff Attendance Report – November, 2011
 - Violence, Vandalism & Substance Abuse Report – November, 2011
 - District HIB Report – December, 2011
 - B. Entertain a motion to accept the following minutes:
 - Special Board Meeting of November 1, 2011
 - Regular Business Meeting of November 8, 2011
13. Old Business
14. Discussion Item

15. New Business

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases a unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools/Chief School Administrator (CSA). If the Superintendent of Schools/Chief School Administrator is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate board committee. The members of the board committee work with administration and the Superintendent to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then is it placed on the agenda for action at a public meeting.

15.01 Personnel

A. Resignations

- Pal. 1. BE IT RESOLVED that the letter of intent to retire from Mrs. Sheila Trampe, Secretary at Charles Street School, is hereby accepted effective March 1, 2012.
- Pal. 2. BE IT RESOLVED that the letter of intent to retire from Mrs. Bonnie Higgins, Teacher at Charles Street School, is hereby accepted effective June 30, 2012.
- Full 3. BE IT RESOLVED that the resignation of Ms. Linda Headley, LDT-C, is hereby accepted effective January 31, 2012.

Full B. Professional Development/Travel

BE IT RESOLVED that the following Professional Development Workshops are hereby approved:

<u>Name</u>	<u>Workshop/Travel and Date(s)</u>	<u>Location/Mileage from Palmyra</u>
Robert Pupchik	SEMI Training on 12/6/11; Katzenbach School on 12/20/11	Westampton, NJ/est. 14 mi. Ewing, NJ/est. 32 mi.
Joe McColgan	BCSL AD Meetings on 12/1/11, 12/15/11, and 1/5/12 NJSIAA Hall of Fame Program & Annual Business Meeting on 12/5/11 RSchool Scheduler Training Session on 12/13/11	Moorestown, NJ/est. 7 mi. Edison, NJ/est. 60 mi. Moorestown, NJ/ est. 10 mi.
Samantha Crean & Kim Hoffman	Harassment, Intimidation & Bullying on 12/9/11	Montclair State University
Elisa DiLolle-Bassett	County Curriculum Consortium On 1/9/12	Westampton, NJ/est 14 mi.
Katie Salvo	Best Use of Technology in World Language on 1/5/12	Cherry Hill, NJ/est. 13 mi.
Terry Wallace	NJ ASK Language Arts Literacy Passage Review on 1/9, 1/12, 1/31 And 2/2/12	Robbinsville, NJ
Michele Mills & Renee Hoffecker	Building a First Class Kindergarten on 1/9/12	Kean University
Debra Burkholder	Certification & PTP Technical Assistance on 1/10/12	Trenton, NJ/est. 28 mi.
Kristen Adamczyk	What's New in Young Adult Literature & How to Use It on 1/11/12	Cherry Hill, NJ

Full

C. Substitutes

1. BE IT RESOLVED that the following personnel are hereby approved as substitutes in the Palmyra School District for the 2011/2012 school year pending completion of all required paperwork and approval by the Burlington County Office of Education.

<u>Name</u>	<u>Position</u>	<u>Rate of Pay</u>
Mike Stern	Teacher	\$70.00/day
Emily Maryanski	Teacher Assistant for After School Program	\$7.25/hr.

- *2. BE IT RESOLVED that the Source4Teachers substitutes are hereby approved for the 2011/2012 school year pending completion of all required paperwork and approval by the Burlington County Office of Education.
3. BE IT RESOLVED that Mrs. Connie Grueterich is hereby appointed as a long term substitute teacher for Ms. Lianne Kane, teacher at Charles Street School on a leave of absence, from March 14 to June 15, 2012 at a salary of \$48,029 (BA, Step 1) pro-rated.

Full

D. Extracurricular Activities

1. BE IT RESOLVED that the extracurricular appointments for the 2011/2012 school year at Palmyra High School are hereby approved as follows:

<u>Name</u>	<u>Activity</u>	<u>Stipend</u>
Nick Strom & Matt Papenberg	Paraprofessional Athletic Aides for boys basketball	volunteers
Shawn Forman & Meredith Boody	Paraprofessional Athletic Aides for girls basketball	volunteers
Scott Van Sciver, Greg Rizzo & Chris Geisel	Paraprofessional Athletic Aides for wrestling	volunteers
Sean Kahoun	JV Wrestling Coach	\$4,394
Alex Torrance & Howard Norcross	Co-Advisors of Sophomore Class	\$1,131 shared

2. BE IT RESOLVED that approval is requested to pay entry fees on behalf of one of our students to allow him to enter the following bowling tournaments on an individual basis:
 - BCSL Open – 2/7/12 (\$45 entry fee)
 BE IT FURTHER RESOLVED that Mr. McColgan will act as a chaperone and provide transportation to and from the events.

E. Student Teacher/Intern

Full

1. BE IT RESOLVED that approval is hereby granted for Mr. John Paul Hash, a student at Rowan University, to do an internship in the guidance department from January to June, 2012.

Pal.

2. BE IT RESOLVED that approval is hereby granted for Ms. Elizabeth Davies, a student from The College of New Jersey, to do 15 weeks of student teaching under the supervision of Ms. Melanie McGovern beginning on January 17, 2012.

Pal.

F. Leave of Absence

- BE IT RESOLVED that approval is hereby granted for an extension of an unpaid leave of absence for Mrs. Rachel Frascella, second grade teacher at Charles Street School, from January 2 to June 30, 2012.

BE IT FURTHER RESOLVED that approval is hereby granted for Ms. Kelliann Richardson to continue as the long term substitute for Mrs. Frascella until June 15, 2012 (or last student day).

15.02 Student Personnel Services

A. Educational Field Trips

Pal.	1. BE IT RESOLVED that the following field trips are hereby approved:		
	<u>Date</u>	<u>Destination</u>	<u>Grade/Subject</u>
	March 20, 2012	NJ State House in Trenton (9 a.m.)	Gr. 4/Mrs. Falcone
	March 23, 2012	Perelman Theater, Phila. (9 a.m.)	Kindergarten/Mrs. Wilson
	March 29, 2012	Cinnaminson Memorial School For "Brain Drain" (9:15 a.m.)	Gr. 4/Mr. Graff
	March 30, 2012	Walnut Street Theater (9:30 a.m.)	Gr. 1/Mrs. Brooks, Mrs. Stagliano, Mrs. Schipper, Mrs. Weston
	April 4, 2012	Adventure Aquarium in Camden, NJ (9:15 a.m.)	Gr. 2/Mrs. Mackey, Ms. Merrill, Mrs. Lucas, Ms. Richardson
	April 20, 2012	Palmyra Cove Nature Park (8:15 a.m.)	Gr. 3-6/Mr. Graff
	May 24, 2012	Longwood Gardens (8:15 a.m.)	Gr. 3/Mrs. Adams, Mrs. O'Connell
	May 25, 2012	Phila. Museum of Art (8:45 a.m.)	Gr. 5-6/Mr. Graiff
	May 30, 2012	NJ State Museum in Trenton (8:30 a.m.)	Gr. 4/Mrs. Falcone
	June 5, 2012	Pennsbury Manor (8:45 a.m.)	Gr. 5/Mrs. Higgins, Mrs. Plym, Mrs. Williams
	June 12, 2012	Ronald McDonald House (8:30 a.m.)	Gr. 3/Mrs. Adams
Full	2. BE IT RESOLVED that the following field trips are hereby approved:		
	<u>Date</u>	<u>Destination</u>	<u>Grade/Subject</u>
	Dec. 19, 2011	Charles Street School	Gr. 7-8/Mr. Moore
	Dec. 21, 2011	Riverton School & Beverly School	Gr. 9-12/Mr. Moore
	Jan. 4, 2012	Phila. Art Museum (10 a.m.)	Gr. 9/Ms. VanZandt
	March 15, 2012	BCC Pemberton for Teen Arts (9 a.m.)	Gr. 7-8/Mr. Moore
	March 16, 2012	BCC Pemberton for Teen Arts (8:30 a.m.)	Gr. 9-12/Mr. Moore
	June 4-7, 2012	Boston, MA	Gr. 10-12/Mr. Licata, Mr. Miller

B. Student Activities

Full BE IT RESOLVED that the following student activities are hereby approved for the 2011/2012 school year:

1. PTA – Laurie Beck - "Spirit Nights"

- | | | | | |
|----------|---|---------------|---|-----------------|
| 12/14/11 | – | Manny’s Pizza | - | Palmyra, NJ |
| 1/8/12 | – | Chick-Fil-A | - | Cinnaminson, NJ |
| 2/8/12 | - | Jersey Mike’s | - | Cinnaminson, NJ |
2. Band Parent Association – Jersey Mike’s (Cinnaminson, NJ) Spirit Night – 12/19/11
 3. Palmyra High School Wrestling – use of cafeteria snack stand during matches.

12/30/11 (Tournament)	1/21/12
1/7/12	1/25/12
1/14/12	2/4/12

Full C. Curriculum

1. BE IT RESOLVED that the Five Year Curriculum Cycle is hereby approved.
2. BE IT RESOLVED that the following curriculum is hereby approved per the 2009 Core Content Curricular Standards mandate:
 - Mathematics K-2
 - Science K-6

15.03 New Jersey QSAC District Performance Review

Full BE IT RESOLVED that the New Jersey QSAC District Performance Reviews are hereby accepted:

- Fiscal Management
- Governance
- Instruction & Program
- Personnel
- Operations

BE IT FURTHER RESOLVED that approval is hereby granted to submit the NJQSAC District Performance Reviews to the New Jersey Department of Education.

15.04 Finance

Full A. Certification

Pursuant to NJAC 6:20-2.13(e), we certify that as of October 31, 2011, 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.

Full *B. Bill Lists

BE IT RESOLVED that the bill lists are hereby approved as follows:

- Bill List for December, 2011 \$355,263.87
- Hand Checks for November, 2011 \$898,859.21

Full *C. Secretary’s Report

BE IT RESOLVED that the Secretary’s Report for October, 2011 is hereby approved.

- Full *D. Treasurer's Report
BE IT RESOLVED that the Treasurer's Report for October, 2011 is hereby approved.
- Full *E. Transfers
BE IT RESOLVED that the Transfers by Transfer Number for November, 2011 are hereby approved.
- Full *F. 2010-2011 Comprehensive Annual Financial Report
BE IT RESOLVED that the 2010-2011 Comprehensive Annual Financial Report Synopsis and Corrective Action Plan is hereby accepted as presented and discussed.
- Full G. Voided Checks
BE IT RESOLVED that the following prior fiscal year checks be voided and that the balances be returned to the corresponding fund accounts.

WARRANT ACCOUNT

<u>Check</u>	<u>Amount</u>	<u>Vendor</u>	<u>Issued</u>	<u>Explanation</u>
30310	603.95	Atlaz	11/9/09	Check destroyed and replaced by check #30810
30644	264.00	NJSIAA	1/12/10	Winter track meet cancelled
31072	4473.00	Dandrea	6/8/10	Overpayment

PAYROLL

<u>Check</u>	<u>Amount</u>	<u>Vendor</u>	<u>Issued</u>	<u>Explanation</u>
50695	15.85	Roher	12/23/09	not cashed in a timely manner (adult HS sub)
51393	169.22	Pettythng	5/14/10	not cashed in a timely manner (adult HS sub)
51650	56.74	Alden	6/22/10	not cashed in a timely manner (adult HS sub)
61660	55.99	Preston	6/22/10	not cashed in a timely manner (adult HS sub)

ATHLETICS

<u>Check</u>	<u>Amount</u>	<u>Vendor</u>	<u>Issued</u>	<u>Explanation</u>
3141	145.00	Softball Officials Org.	2009	not cashed in a timely manner (tournament)
3164	236.00	Soccer Officials Org.	2009	not cashed in a timely manner (tournament)
3186	333.50	Palmyra BOE	2010	transfer to warrant account
3376	90.00	Colorcraft Sign Co.	2010	services not provided (check returned)

STUDENT ACTIVITIES

<u>Check</u>	<u>Amount</u>	<u>Vendor</u>	<u>Issued</u>	<u>Explanation</u>
4030	75.00	Palmyra BOE	2009	transfer to warrant account
4122	25.00	Kemp	2010	not cashed in a timely manner (unknown)

4123 18.57 Petticrew 2010 not cashed in a timely manner
(unknown)

H. Continuing Disclosure and Dissemination Agent

WHEREAS in order to fulfill its reporting requirements under its Continuing Disclosure Agreements the Board needs to engage the services of a continuing disclosure and dissemination agent; and

WHEREAS Phoenix Advisors LLC provides such continuing disclosure and dissemination agent services and has heretofore been appointed by the Board to provide the same;

NOW THEREFORE BE IT RESOLVED as follows: the Palmyra Board of Education shall enter into an agreement with Phoenix Advisors LLC, in accordance with the provisions of the Continuing Disclosure and Dissemination Agent Agreement on file with the Board Secretary.

BE IT FURTHER RESOLVED that this resolution shall be in effect from its date of adoption until the Board of Education takes official Board of Education action to rescind or modify the limitation as outlined in referenced agreement.

Full I. Bid Proposal

BE IT RESOLVED that approval is hereby granted to accept the Wolfington Body Company Inc. bid proposal for one 2013 Type C 54 passenger school bus as specified in the bidding documents. Bid acceptance and pricing includes the trade in of the Palmyra School Districts 1999 International 3800 which has reached its useful service life. Specifications and bidding were completed in cooperation with the Cinnaminson Board of Education under the supervision of Mr. Thomas W. Egan Jr., Business Administrator/Board Secretary for the Cinnaminson Public School District. Bid proposals were opened on 2 November 2011.

Bids:

Wolfington - \$81,880.00 (includes \$6,100 trade in reduction)

Truck King International - \$82,400.00 (includes \$1,850.00 trade in reduction)

H.A. DeHart - no bid

Full J. Tuition Reimbursement

1. BE IT RESOLVED that approval is hereby granted to reimburse Ms. Joni Geiser, Speech and Language Pathologist, \$1,800 for the following completed graduate course:

Course: EDAM 27510 – Change for School Improvement

Location: Rowan University

Date(s): Sept. 12 – Oct. 31, 2011

2. BE IT RESOLVED that approval is hereby granted to reimburse Mrs. Cheryl Bostock, Business Education Teacher, \$1,374 for the following completed graduate course:

Course: GE6140 – School Personnel Administration

Location: Delaware Valley College

Date(s): Sept. 6 – Oct. 18, 2011

3. BE IT RESOLVED that approval is hereby granted to reimburse Mr. Michael Papenberg, Health/PE Teacher, \$1,374 for the following completed graduate course:
 Course: GE6140 – School Personnel Administration
 Location: Delaware Valley College
 Date(s): Sept. 6 – Oct. 18, 2011

Full K. Salary Adjustments

1. BE IT RESOLVED that approval is hereby granted to adjust the salary of Mrs. Cheryl Bostock, Business Education Teacher, from \$61,968 + \$200 longevity (BA+30, Step 11) to \$62,968 + \$200 longevity (MA, Step 11) in order to reflect completed graduate credits, effective February 1, 2012.
2. BE IT RESOLVED that approval is hereby granted to adjust the salary of Mr. Michael Papenberg, Health/PE Teacher, from \$52,898 (BA+15, Step 5) to \$54,273 (BA+30, Step 5) in order to reflect completed graduate credits, effective February 1, 2012.

16. Fire Drills

Charles Street School	11/4/11	1 minute, 37 seconds
Tier III Drill	11/28/11	3 minutes, 52 seconds
Delaware Avenue School	11/28/11	42 seconds
Tier II Drill	11/29/11	4 minutes, 1 second
Palmyra High School		
Evacuation Drill	11/4/11	20 minutes
	11/28/11	1 minute, 51 seconds

17. Recognition of members of the public wishing to speak on additional items.

The Palmyra Board of Education welcomes comments from the public. However, insulting or disparaging remarks about any staff member or board member will not be tolerated. If such remarks are made, the board president will declare the speaker out of order and will request that the speaker cease and desist from making such comments. Refusal to do so may result in removal from the board meeting.

18. Meeting adjourned.