



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: September 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. Resignation
 - b. Professional Development
 - c. Substitutes
 - d. Intern
 - e. Appointments
 - f. Extracurricular Activities
 - g. Request for Tuition Reimbursement
 - h. Leave of Absence
2. After School Program/Community Activities
3. Student Personnel Services
 - a. Student Placements
 - b. Student Activities
 - c. Curriculum
 - d. Pay to Play
 - e. Homebound Instruction Locations
 - f. Field Trips
4. District Forms
5. School Inter-district Public School Choice Program Limiting the Total Number of Students Participating in the School Choice Program
6. Twilight Program
 - a. Appointments
 - b. Special Education Independent Studies
7. Facility/Equipment Use
8. Policy/Regulations
9. Burlington County School Crisis Response Team
10. Finance
 - a. Certification
 - b. Bill Lists
 - c. Secretary's Report
 - d. Treasurer's Report
 - e. Report of Transfers by Account Code
 - f. 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

September 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

September 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 September 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
Ms. Shirlene Scott, 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 aforestated 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. Committee Reports
Curriculum & Instruction
Finance & Physical Plant
Human Resources
Policy
9. Correspondence
10. Recognition of members of the public wishing to speak on agenda items
11. Routine Business
 - a. Entertain a motion to accept the following report:
 - Cafeteria Report – August, 2011
 - Staff Attendance Report – July, 2011
 - b. Entertain a motion to accept the following minutes:
 - Special Meeting of August 9, 2011
 - Regular Business Meeting of August 9, 2011
 - Special Meeting of September 6, 2011
12. Old Business
13. Discussion Items: Substitute Teacher Rate
14. 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.

14.01 Personnel

Full A Resignation
BE IT RESOLVED that the resignation of Mr. Michael Petticrew as Student Assistance Counselor is hereby accepted effective September 2, 2011.

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>
Jeanne Barber	Safety & Security Conference On 9/2/11	Washington Twp., NJ
Ken Holloway	Anti-Bullying Law Workshop On 9/2/11	Gloucester City High School/ est. 19 mi.
Elisa DiLolle-Bassett	NJ DOE Bullying Program on 9/20/11 Training the Trainers on HIB on 9/22/11	Wildwood, NJ EIRC
Robert Pupchik	Hot Topics in NJ Special Education Administration & Compliance on 9/23/11	Red Bank, NJ/est. 85 mi.
Jeff Graiff	AENJ Fall Conference on 10/3 or 10/4/11	New Brunswick, NJ
Lianne Kane	Strategic Reading Intervention on 10/21/11	Cherry Hill, NJ

Full *C. Substitutes

1. BE IT RESOLVED that approval is hereby granted to adjust the rate of pay for substitute teachers for the 2011/2012 school year as follows:

<u>Position</u>	<u>From</u>	<u>To</u>
Substitute Certificate	\$60.00/day	\$70.00/day
Teacher Certificate	\$70.00/day	\$80.00/day

2. 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>
Vicki Agnew	Teacher	\$70.00/day
Nicholas Ahrens	Teacher	\$70.00/day
Kristen Walton	Teacher	\$70.00/day
Scott VanSciver	Teacher	\$70.00/day
Darryl Bigner	Teacher	\$70.00/day
Darryl Bigner	Teacher Assistant	\$7.25/hr.
Pedro Martinez	Custodian	\$8.50/hr.

Full D. Intern
BE IT RESOLVED that approval is hereby granted for Ms. Laura O'Connell, a student at Rider University, to do an internship in counseling at Palmyra High School during the spring semester.

Full E. Appointments
1. BE IT RESOLVED that Mrs. Elisa DiLolle-Bassett, Supervisor of Student Personnel Services, is hereby appointed the Supervisor of Curriculum for the 2011/2012 school year at a stipend of \$20,000.
2. BE IT RESOLVED that Mrs. Elisa DiLolle-Bassett is hereby appointed the district Anti-Bullying Coordinator.
3. BE IT RESOLVED that Ms. Kim Hoffman (CSS) and Ms. Kara Shore (PHS) will hereby share the Student Assistance Coordinator responsibilities for the 2011/2012 school year at a stipend of \$3,000 each.

Full F. 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>
Joseph Rosato	Central Detention Advisor	\$16/hr.
Katie Salvo & Chris Tracey	Substitute Central Detention Advisors	\$16/hr.
Scott VanSciver	In School Suspension Advisor	\$60/day
Chris Tracey	Saturday School Advisor	\$21/hr.
Caitlin Arnold & Katie Salvo	Paraprofessional Athletic Aides for Girls Tennis	volunteers
Jayna Smalls & Jania Perry	Paraprofessional Athletic Aides Cheerleading	volunteers
Ron Lynch, Sue Lynch, Amanda Buccinfuso, David Brown, Doug Gerraro, Sue Van Emburgh, Theresa Sardos, Diane Gormley, Irma Barba, D. Barba, Marie Bisceglie, Paul Bisceglie	Marching Band	volunteers

Full 2. BE IT RESOLVED that approval is hereby granted for Mr. Frank Foster, Athletic Trainer, to drive the school van to football games in order to transport equipment.

Full 3. BE IT RESOLVED that the resignation of Mr. Michael Petticrew as Sophomore Class Advisor is hereby accepted effective immediately.

Full G. Request for Tuition Reimbursement
BE IT RESOLVED that the following requests for tuition reimbursement for a completed graduate course is hereby approved:

<u>Staff Member</u>	<u>Course/Dates/University</u>	<u>Reimbursement Cost</u>
Elisa DiLolle-Bassett	Curriculum Evaluation/ June 27-July 28, 2011/ Rowan Univ.	\$1,806

H. Leave of Absence

- Full 1 BE IT RESOLVED that approval is hereby granted for Ms. Linda Headley, LDT-C, to take an unpaid leave of absence on October 27 & 28, 2011.
- Pal. 2 BE IT RESOLVED that approval is hereby granted for Ms. Melanie McGovern, teacher at Charles Street School, to take an unpaid leave of absence from November 28-December 6, 2011.

14.02 After School Program/Community Activities

- Pal. BE IT RESOLVED that the resignation of Mr. Brandon Aaronson as a full time teacher assistant for the After School Program is hereby accepted effective September 12, 2011.

BE IT FURTHER RESOLVED that Mr. Aaronson is hereby approved as a substitute teacher and teacher aide for this program for the 2011/2012 school year.

14.03 Student Personnel Services

A. Student Placements

- Pal. 1. BE IT RESOLVED that approval is hereby requested to accept the following tuition students at Charles Street School for the 2011/2012 school year:
1 – 1st grade student from Merchantville
1 – K student from Gloucester
1 – K student from Sicklerville
- Full 2. BE IT RSOLVED that approval is hereby requested for a 12th grade student from Palmyra to have a 1:1 aide for the 2011/2012 school year at a per diem rate of \$167.50. Cost for ESY is \$4,450 and the regular school year cost is \$30,150.
- Full 3. BE IT RESOLVED that approval is hereby requested to accept a 10th grade student from Pennsauken for the 2011/2012 school year at a tuition rate of \$11,567.

Full B. Student Activities

BE IT RESOLVED that the following student activities at Palmyra High School are hereby approved for the 2011/2012 school year:

- PHS Fundraiser on Oct.14, 2011 at Jersey Mike’s in Cinnaminson (funds to be used for student technology)
- Band Parents’ Craft Fair on Dec. 4, 2011 at Palmyra High School
- Interact – bake sales after school in front of the auditorium on October 4-5, 2011
- Interact – collect change for Unicef from October 3-28, 2011
- Interact – ribbon/zipper pull sales to benefit Breast Cancer from October 3-21, 2011
- Interact – Rotary fruit sale on November 1-23, 2011
- Freshman class – bake sales after school in front of the auditorium on October 6-7, 2011

- Freshman class – sell spirit week T-shirts from September 26-October 7, 2011
- Freshman class – sell Shop-Rite gift cards to help fund the senior trip throughout the school year
- Freshman class – sell programs during home football games: September 30, October 22, October 28, November 4, 2011.
- Yearbook sale from September 19–22, 2011
- Yearbook – sell senior ads to help defer the cost of their yearbooks from September to January 31, 2012.

Full *C. Curriculum
 BE IT RESOLVED that the following curriculum is hereby approved per the 2009 Core Content Curricular Standards mandate:

- History in Film
- U.S. History I – Regular
- U.S. History I College Prep/Honors
- Physical Education

Full D. Pay to Play
 BE IT RESOLVED that approval is hereby granted to establish the 7/8 Grade Pay to Play process for basketball for the 2011/2012 school year.

Full E. Homebound Instruction Locations
 BE IT RESOLVED that the following locations for Homebound Instruction are hereby approved for the 2011/2012 school year:

- Delaware Avenue School
- Cinnaminson Library
- Beverly School
- Student Homes

Full F. Educational Field Trips
 BE IT RESOLVED that the following field trips are hereby approved:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject</u>
Oct. 18, 2011	The College of New Jersey Fall Business Meeting	Gr. 7-12/Mrs. Bostock, Mrs. Masich
Jan. 11, 2012	The College of New Jersey Winter Convention	Gr. 7-12/Mrs. Bostock, Mrs. Masich
May, 2012	Great Adventure	Gr. 7-12/Mrs. Bostock, Mrs. Masich, Mrs. Foster

14.04 District Forms

A. Harassment, Intimidation & Bullying Forms

BE IT RESOLVED that the Harassment Intimidation & Bullying forms are hereby approved.

B. Registration Forms

BE IT RESOLVED that the forms to be utilized for student registration are hereby approved.

C. Request for School Bus Transportation Form

BE IT RESOLVED that the Request for School Bus Transportation form is hereby approved.

14.05 School Inter-district Public School Choice Program Limiting the Total Number of Students Participating in the School Choice Program

Full WHEREAS the Palmyra Board of Education is required to comply with the requirements of the Inter-district Public School Choice Program Act and specifically the requirements as a sending district; and

WHEREAS the Palmyra Board of Education has concerns for the number of students from this school district that participate in the school choice program and elect to attend a school in another school district as students leaving this school district may have an adverse financial and educational impact to this school district; and

WHEREAS the Palmyra Board of Education is concerned about the potential adverse financial and educational impact to this school district as a result of students participating in the school choice program; and

WHEREAS the Inter-district Public School Choice Program Acts permits a sending school district to limit the number of its students participating in the school choice program; and

NOW THEREFORE BE IT RESOLVED the Palmyra Board of Education shall, in accordance with the provisions of the Inter-district Public School Choice Program Act, limit the number of its students that may participate in the school choice program and attend a school in another school district under the Inter-district Public School Choice Program Act to ten percent (10%) of the number of students per grade per year in the district and/or fifteen percent of the total number of students enrolled in the district.

BE IT FURTHER RESOLVED 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 this resolution.

14.06 Twilight Program

Full A. Appointments

BE IT RESOLVED that the following personnel are hereby approved for the Twilight Program for the 2011/2012 school year as listed below:

<u>Name</u>	<u>Position</u>	<u>Rate of Pay</u>
Robert Pupchik	Director 3 days/week	\$32,700
Mark Pease, Ken Holloway	Assistant Director (2 days/week)	\$19,500 shared
Amy Fanrak, Darlene Keller	Secretary/Aide	\$15.00/hr.
Aleah Braxton, Karyn Frengs,	Counselors	\$32.00/hr.
Suzanne Moore Darms,		
Sherry L. Richards, R.N.,	Nurses	\$32.00/hr.
Joanne Czenze-Cotton, R.N.		
John Sacca	Teacher	\$32.00/hr.

Dan Licata	Teacher	\$32.00/hr.
Chris Tracey	Teacher	\$32.00/hr.
JoAnn Dixon	Teacher	\$32.00/hr.
Jackie Stevenson	Teacher	\$32.00/hr.
Bill Donley	Teacher	\$32.00/hr.
John Geisel	Teacher	\$32.00/hr.
Sabrina Bonner, Linda Headley, & Nicole Karmade	Substitute Teachers	\$32.00/hr.
Samantha Crean, Kara Shore & Evangeline Matthews	Substitute Counselors	\$32.00/hr.
Elisa DiLolle	Substitute Assistant Director	\$65.00/hr.

Full B. Special Education Independent Studies

BE IT RESOLVED that the following independent studies are hereby approved:
English II, English III, English IV (5 credits)

- U.S. History I, U.S. History II (5 credits)
- Economics, Speech (2.5 credits)
- Football, Baseball, Basketball, Collegiate Wrestling, Soccer, Softball, Hockey, Badminton, Tennis (1.25 credits)

14.07 Facility/Equipment Use

Full BE IT RESOLVED that the following applications for use of School Facilities/Fields are hereby approved:

<u>Organization/Individual</u>	<u>Facility/Field Requested</u>	<u>Date(s)</u>
Palmyra PTA Lisa Muir-Jablonski	CSS Library	9/12/11, 10/3/11 11/7/11, 12/5/11, 1/9/12, 2/6/12, 3/5/12, 4/2/12, 5/7/12, 6/4/12 at 6 p.m.
Girl Scouts Laurie Beck	CSS Library	10/5/11, 10/19/11, 11/2/11, 11/16/11, 12/14/11, 1/18/12, 2/1/12, 3/14/12, 3/28/12, 4/4/12, 4/25/12, 5/9/12, 5/23/12 from 2:30-4:30 p.m.
NJEA Peer Mentoring Ken Holloway	PHS Media Center	9/26/11 4 – 7 p.m.
Chip A While Golf Club Anthony Wright	PHS Parking Lot	10/8/11 and 10/9/11 7 a.m. 10/8/11 to 8 p.m. on 10/9/11
Soccer Booster Club Ciaran Brett	PHS Room 117	10/13/11; 10/26/11; 11/10/11 at 6:45 p.m.
Ambassadors Christian Church Dottie Wood	CSS Gym/Cafeteria	10/29/11 2:30-8 p.m.

Band Parents Assoc.
Terry Sardos

PHS Cafeteria, Gym, Bathrooms,
Hallway outside the Gym,
Parking Lot

12/3/11 from
7-10 for set-up
12/4/11 from 7 a.m.-
5 p.m.

14.08 Policy/Regulations

Full 1. BE IT RESOLVED that the following new policies/regulations are hereby given a first reading:

<u>Number</u>	<u>Name</u>
24 64	Gifted & Talented
2431.4	Prevention and Treatment of Sports-Related Concussions
Reg. 2431.4	Prevention and Treatment of Sports-Related Concussions

Full 2. BE IT RESOLVED that the following revised policies/regulations are hereby approved:

<u>Number</u>	<u>Name</u>
0142.1	Nepotism
0174	Legal Services
2423	Bilingual & ESL Education
Reg. 2423	Bilingual & ESL Education
3240	Professional Development
3281	Inappropriate Staff Conduct
Reg. 3281	Inappropriate Staff Conduct
4281	Inappropriate Staff Conduct (support staff)
Reg. 4281	Inappropriate Staff Conduct (support staff)
4381	Protection Against Retaliation
5111	Eligibility of Resident/Non-Resident Pupils *Regulations for 5111*
5512	HIB Policy
5533	Pupil Smoking
5516	Use of Electronic Communications & Recording Devices
6422	Budget Transfers
6471	School District Travel
6660	Student Activity Fund
7434	Smoking on School Grounds
9180	School Volunteers
Reg. 9180	School Volunteers
9181	Volunteer Paraprofessional Athletic Aides

14.09 Burlington County School Crisis Response Team

Full BE IT RESOLVED that approval is hereby granted for the Palmyra School District to participate in the Burlington County School Crisis Response Team for the 2011/2012 school year at a cost of \$275.00.

14.10 Finance

- Full A. Certification
Pursuant to NJAC 6:20-2.13(e), we certify that as of June 30, 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 September, 2011 \$462,655.71
 - Hand Checks for August, 2011 \$347,038.59
- Full *C. Secretary's Report
BE IT RESOLVED that the Secretary's Report for July, 2011 is hereby approved.
- Full *D. Treasurer's Report
BE IT RESOLVED that the Treasurer's Report for July, 2011 is hereby approved.
- Full E. Report of Transfers by Account Code
BE IT RESOLVED that the Transfers by Transfer Number be approved for the period 1 July 2011 through 29 August 2011.
- Full F. Salary Adjustments
1. BE IT RESOLVED that approval is hereby granted to adjust the salary of Ms. Melanie Sharkey, Health/PE teacher at Palmyra High School, from \$54,273 (BA+30, Step 5) to \$55,273 (MA, Step 5) effective September 1, 2011 in order to reflect completed graduate credits.
 2. BE IT RESOLVED that approval is hereby granted to adjust the salary of Ms. Tracy Wolf, 7/8 grade Mathematics teacher at Palmyra High School, from \$49,934 (BA, Step 3) to \$51,434 (BA+15, Step 3) effective September 1, 2011 in order to reflect completed graduate credits.

15. Fire Drills

Delaware Avenue School	8/3/11	35 seconds
	8/3/11	54 seconds

16. 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.

17. Meeting adjourned.