



# PALMYRA BOARD OF EDUCATION

## PALMYRA, N.J. 08065

Brian J. McBride  
*Superintendent of Schools*

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

William R. Blatchley  
*Business Administrator/  
Board Secretary*

### AGENDA

**August 13, 2013**

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 August 9, 2013.

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

Mr. Keith Austin  
Ms. Nancy Brett, Vice President  
Ms. Valerie R. Flournoy  
Mrs. Lori Gilmore  
Mr. John Gural  
Mrs. Mary L. Holloway  
Mr. John Kay  
Mr. Stanley Ozalis, President  
Mr. John Quigg  
Mr. Scott Warnock, Riverton Representative  
Ms. Dale Thompson, Beverly Representative  
Ms. Irene Farinas, 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 from Executive Session
7. Superintendent's Report
8. Committee Reports
  - Curriculum & Instruction
  - Finance & Physical Plant
  - Human Resources
  - Policy
  - Negotiations
9. Correspondence
  - Thank you from Girl Scout Troop 23972
  - Thank you from Sandy Hook Elementary School PTA
  - Thank you from Hugs for Brady Foundation
  - Thank you from Ms. Bettyanne Marron
10. Recognition of members of the public wishing to speak on agenda items
11. Routine Business
  - A. Entertain a motion to accept the following reports:
    - Cafeteria Report – June & July, 2013
    - Enrollment Report – June, 2013
    - Health Report – June, 2013
    - HIB Report – June, 2013
    - Violence, Vandalism & Substance Abuse Report – June & July, 2013
  - B. Entertain a motion to accept the following minutes:
    - Regular Meeting of June 11, 2013
12. Old Business
13. Discussion Item
14. New Business

# 14.01 Personnel

## Full A. Substitutes

1. BE IT RESOLVED that the following personnel are hereby approved as substitute teachers:

<u>Name</u>	<u>Rate of Pay</u>
Ms. Donna Wenzke	\$80.00/day
Mrs. Marie Dicks	\$80.00/day

- \*2. BE IT RESOLVED that the master list of substitute personnel are hereby approved for the 2013/2014 school year pending approval by the Burlington County Office of Education.

## B. Resignations

- Full 1. BE IT RESOLVED that the resignation of Ms. Natalie Garwood, Administrative Assistant to the Business Administrator is hereby accepted effective July 12, 2013.
- Full 2. BE IT RESOLVED that the resignation of Ms. Aleah Braxton, guidance counselor, is hereby accepted effective August 26, 2013.
- Pal. 3. BE IT RESOLVED that the letter of intent to retire from Ms. Donna Wenzke, health/physical education teacher at Charles Street School, is hereby accepted effective June 30, 2013.
- Pal. 4. BE IT RESOLVED that the letter of intent to retire from Mrs. Marie Dicks, Basic Skills teacher at Charles Street School, is hereby accepted effective August 31, 2013.

## Pal. C. Student Internship

BE IT RESOLVED that approval is hereby granted for Amanda L. Scappa, a student at Rowan University, to do her MST Clinical Internship I & II, from September 3 through December 19, 2013 and January 21, 2014 through May 9, 2014 at Charles Street School under the direction of Ms. Renee Hoffecker.

## Pal. D. Volunteers

BE IT RESOLVED that Mrs. Katherine Bruno and Mrs. Marie Dicks are hereby approved as volunteers at Charles Street School for the 2013/2014 school year.

## E. Appointments

- Pal. 1. BE IT RESOLVED that Ms. Lauren Quinn is hereby appointed as a teacher at Charles Street School for the 2013/2014 school year. The terms and conditions of this employment are subject to the collective bargaining process.
- Pal. 2. BE IT RESOLVED that Ms. Casey Welsh is hereby appointed as a teacher at Charles Street School for the 2013/2014 school year. The terms and conditions of this employment are subject to the collective bargaining process.
- Pal. 3. BE IT RESOLVED that Ms. Carol T. Hagan is hereby conditionally appointed as a Paraprofessional Aide for student #8379068616 for the 2013/2014 school year at a rate of \$20/hr.
- Pal. 4. BE IT RESOLVED that Ms. Jennifer Allen is hereby appointed as a long term substitute teacher for Mrs. Melanie Gerner, grade 4 teacher at Charles Street School, from October 7, 2013 to February 7, 2014 at a salary of \$49,543 (BA, Step 1) pro-rated.
- Full 5. BE IT RESOLVED that the following personnel are hereby appointed as part time teacher assistants for the 2013/2014 school year (5 hrs./day, minimum 180 days):

Donna Aaronson      Sabrina Brinkley      Marcella Field  
L. Eva Eckhardt      Karen McCorristin

The terms and conditions of this employment are subject to the collective bargaining process.

- Full 6. BE IT RESOLVED that Ms. Jeanne Barber is hereby appointed Assistant Superintendent of Schools. Title change is required by the Department of Education for completion of the Superintendent Certification Program. Job responsibilities will be expanded commensurate with the new title in order to fulfill the certification requirements. The Assistant Superintendent of School's position title may be withdrawn at the end of the course work. The 2013/2014 salary for this position is \$119,271.
- Full 7. BE IT RESOLVED that Mrs. Lianne Kane is hereby appointed as a Supervisor of Curriculum and Instruction for the 2013/2014 school year at a salary of \$82,000 pro-rated, effective September 1, 2013.
- Full 8. BE IT RESOLVED that Ms. Lindsay Brooks is hereby appointed as a Mathematics Teacher at Palmyra High School for the 2013/2014 school year. The terms and conditions of this employment are subject to the collective bargaining process.
- Full \*9. BE IT RESOLVED that Ms. Gina Lewis is hereby appointed as a School Psychologist for the 2013/2014 school year at a salary of \$57,620 (MA, Step 7). (The terms and conditions of this employment are subject to the collective bargaining process.)
- Full \*10. BE IT RESOLVED that Ms. Christina Birch is hereby appointed the Student Assistance Coordinator/High School Counselor for the 2013/2014 school year at a salary of \$53,933 (MA, Step 2). (The terms and conditions of this employment are subject to the collective bargaining process.)
- Full 11. BE IT RESOLVED that the following extracurricular appointments are hereby approved:
- | <u>Name</u>  | <u>Position</u>             | <u>Stipend</u>                                      |
|--------------|-----------------------------|---|
| Tim Howard,  | Paraprofessional Athletic   | volunteers  |
| ♦Will Brown  | Aides for Football          |   |
| ♦Valeri Bohn | <b>Cheerleading Advisor</b> | <b>Subject to the collective bargaining process</b> |
|              | <b>Fall and Spring</b>      |   |
- Full 12. BE IT RESOLVED that the following personnel are hereby approved as bus drivers for the Palmyra School District on an as needed basis for the 2013/2014 school year at a rate of \$18.75/hr.:
- Susan Mendez, Paul W. Carrochi, Rodney Wilson
- Full 13. ♦BE IT RESOLVED that Ms. V. Kaye Jenking is hereby appointed Administrative Assistant to the Business Administrator effective September 1, 2013 at a salary of \$40,000 pro rated.

Full F. Professional Development/Travel

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

<i>Staff Member</i>	<i>Name/Date of Workshop</i>	<i>Workshop Cost</i>	<i>Workshop Location</i>
Joseph Martin	NJSIAA Administrator Conference on 8/29/13	n/a	Robbinsville, NJ (55 mi.)

Joseph McColgan	BCSL Athletic Directors Meetings on 8/29/13, 9/12/13, 10/3/13, 11/21/13, 12/12/13, 1/9/14, 2/6/14, 2/20/14, 3/6/14, 4/10/14, 5/1/14, 5/1/14, 6/5/14	n/a	Moorestown, NJ (16 mi.)
Joseph McColgan	BCSL Winter Preseason Conference Meeting on 11/19/13	n/a	Delran, NJ (12 mi.)
Joseph McColgan	BCSL Winter All Star Meeting on 2/17/14	n/a	Westampton, NJ (28 mi.)
Joseph McColgan	DAANJ Annual Conference 3/25/14 to 3/29/14	n/a	Atlantic City, NJ (132 mi.)
Annette David-Waite	NJSIAA's "Eligibility, Policies & Procedures" workshop on 8/26/13	n/a	Robbinsville, NJ (55 mi.)
Kara Shore	NJSIAA's "Eligibility, Policies & Procedures" workshop on 9/17/13	n/a	Robbinsville, NJ (55 mi.)
Samantha Crean	NJSIAA's "Eligibility, Policies & Procedures" workshop on 9/17/13	n/a	Robbinsville, NJ (55 mi.)

2. Attendance at Conference: NJSBA 2013 Workshop & Exhibition, Atlantic City, New Jersey

BE IT RESOLVED that the following Professional Development and/or travel is hereby approved based upon the recommendation of Mr. McBride, Superintendent of Schools.

<u>Name of Employee/Board Member</u>	<u>Title/Position</u>
Stanley Ozalis	Board Member
Nancy Brett	Board Member
Keith Austin	Board Member
John Kay	Board Member
Valerie Flournoy	Board Member
Lori Gilmore	Board Member
John Quigg	Board Member
John Gural	Board Member
Mary Holloway	Board Member
Brian McBride	Superintendent
William Blatchley	Business Administrator
Joseph Martin	Principal, Palmyra High School
Mark Pease	Principal, Charles Street School

to attend the: NJSBA 2013 Workshop & Exhibition

*Title of Convention, Conference, Workshop*

In: Atlantic City, New Jersey  
*City, State*

from 22 October 2013 through 24 October 2013 at an estimated cost of \$ 350.00 per person. The listed employee(s)/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.

This travel is (Check one or more)

- ☒ Directly related to the employee's responsibilities  
☐ Part of the employee's professional development plan  
☐ Critical to the instructional needs of the district  
☒ Furthers the efficient operation of the district

Reference: N.J.S.A. 18A:11-12(4c1,2)  
N.J.A.C. 6A:23A-7.5

- Full G. Request to Enroll in Graduate Course and Apply for Tuition Reimbursement  
BE IT RESOLVED that the following request to enroll in a graduate course and apply for tuition reimbursement upon completion of the course is hereby approved:

<u>Staff Member</u>	<u>Course/Dates/University</u>	<u>Reimbursement Cost</u>
Melanie Gerner	List Course/June-August, 2013	\$385
Daniel Licata	Colloquium on Race and Ethnicity/ Course #: 56:512:524 (in place of The Craft of History/Course #: 56:512:550 approved on 5/14/13)	\$1,878

## 14.02 Students

### A. Student Placements

- Full 1. BE IT RESOLVED that approval is hereby granted to accept a 9<sup>th</sup> grade student from Delran (#1102542713) to attend Palmyra High School for the 2013/2014 school year at a tuition rate of \$16,335.00.
- Full 2. BE IT RESOLVED that approval is hereby granted to accept a 12<sup>th</sup> grade student from Pennsauken (#6155384699) for the 2013/2014 school year at a tuition rate of \$16,335.00.
- Pal. 3. BE IT RESOLVED that approval is hereby granted to accept a 6<sup>th</sup> grade student from Merchantville to attend Charles Street School for the 2013/2014 school year at a tuition cost of \$22,039.00 with a 1:1 aide cost of \$37,017.00.
- Pal. 4. BE IT RESOLVED that approval is hereby granted for Palmyra Student #4585856786 to attend the Mt. Laurel School District for the 2013/2014 school year at a tuition rate of \$10,575.00 and an interpreter at \$19,580.00.

B. Educational Field Trips

- Pal. 1. BE IT RESOLVED that the following field trips at Charles Street School are hereby approved:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject</u>
11/14/13	Philadelphia Zoo (9 a.m.)	Gr. 3/Mrs. O'Connell, Mrs. Adams, Ms. Richardson, Ms. Myers
5/2/14	Longwood Gardens (8:30 a.m.)	Gr. 3/Mrs. Adams, Ms. Myers, Mrs. O'Connell, Ms. Richardson

- Full 2. BE IT RESOLVED that the following field trips at Palmyra High School are hereby approved:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject</u>
Sept. 7, 2013	Wissahickon High School for Band Competition	Gr. 7-12/Mr. Moore
Sept. 14, 2013	Chichester High School for Band Competition	Gr. 7-12/Mr. Moore
Sept. 21, 2013	Ridley High School for Band Competition	Gr. 7-12/Mr. Moore
Sept. 28, 2013	Woodstown High School for Band Competition	Gr. 7-12/Mr. Moore
Sept. 12, Oct. 10, Nov. 2, Nov. 8 & Nov. 28, 2013	Away Football Games	Gr. 7-12/Mr. Moore
Oct. 5, 2013	Lenape High School or Plymouth Whitemarsh for Band Competition	Gr. 7-12/Mr. Moore
Oct. 12, 2013	Southern Regional High School in Manahawkin, NJ for Band Competition	Gr. 7-12/Mr. Moore
Oct. 19, 2013	Bensalem High School For Band Competition	Gr. 7-12/Mr. Moore
Oct. 26, 2013	Delsea High School for Band Competition	Gr. 7-12/Mr. Moore
Oct. 30, 2013	Riverton School for Participation in the Halloween Parade	Gr. 7-12/Mr. Moore
Nov. 2, 2013	Mt. Pleasant, DE for Band Competition	Gr. 7-12/Mr. Moore
Nov. 9, 2013	Hersey, PA for Band Competition	Gr. 7-12/Mr. Moore

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

Full C. Student Services

BE IT RESOLVED that approval is hereby granted for the students #9601267887, #8202885641, #5486734009, and #4204798476 to receive educational services provided

by the New Jersey Commission for the Blind and Visually Impaired for the 2013/2014 school year at a cost of \$1,750.00 per student.

Full D. Curriculum

BE IT RESOLVED that the following curriculum is hereby approved for the 2013/2014 school year:

- Grade 3 Reading/Language Arts Literacy
- Grade 4 Reading/Language Arts Literacy
- Grade 5 Reading/Language Arts Literacy
- HSPA Math 10

Full E. Extracurricular Activities

1. BE IT RESOLVED that the Student Athletic Handbook is hereby approved.

2. BE IT RESOLVED that the Coaches' Manual is hereby approved.

3. BE IT RESOLVED that the following changes/additions to the fall 2013 athletic schedule are hereby approved:

- August 27<sup>th</sup> – Football Scrimmage – The addition of Gloucester Catholic HS
- September 4<sup>th</sup> – Girls Soccer Scrimmage – at Camden Catholic HS
- September 6<sup>th</sup> – Girls JV Soccer Game – at Bordentown HS
- September 13<sup>th</sup> – Girls JV Soccer Game – Home against BCIT-Westampton
- September 17<sup>th</sup> – Girls Tennis Match –Home against Willingboro

4. BE IT RESOLVED that the winter and spring 2013-2014 Athletic Schedules are hereby approved:

- Wrestling
- Boys and Girls basketball (MS, JV, and Varsity)
- Spring Track
- Baseball
- Softball
- Boys Tennis

5. BE IT RESOLVED that the following fundraisers are hereby approved:

- a. Palmyra Football – Jack Geisel
  - Use of Snack Stand for Home Football games – 8/27, 9/5, 9/20, 9/27, 10/12, 10/18
- b. Class of 2016 – Eric Mehler
  - Bucket Fundraiser – 9/16/13-9/27/13
  - Chocolate Bar sale – 9/30/13-10/10/13
  - “Spirit Gear Sale” – Various purple items will be sold to members of the class of 2016 - 9/30/13-10/10/13
  - Homecoming Dance Flower Sale – 9/30/13-10/10/13
  - Spring Holiday Egg Sale – Sale of plastic eggs containing fruit snacks prior to spring break - 4/14/14-4/17/14
- c. Spanish NHS – Katie Salvo
  - Halloween candy gram sale – 10/21/13-10/25/13 (Delivery 11/1/13 & 11/2/13)
  - Gift Basket sale at Parent Craft Fair – 12/7/13
  - Taco Sales – 10/18/13, 11/25/13, & 2/13/14
- d. Junior Student Council – Cheryl Bostock
  - Baked Goods Sale – Thursdays after school – 1/2/14-5/22/14



- Pretzel Sales – Fridays throughout the school year beginning 9/13/13
- Spirit Week Dance – 10/4/13
- Valentines’ Dance – 2/7/14 or 2/14/14
- e. Kids for Character Club (CSS) – Kim Hoffman
  - Coins for Cancer Collection (Alex’s Lemonade Stand) – 9/9/13 – 10/24/13
  - Food Bank of South Jersey Collection – 10/26/13 – 11/20/13

#### 14.03 \*Policies/Regulations

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

<u>Policy/Regulation No.</u>	<u>Policy/Regulation Title</u>
0000.02 Bylaws	Introduction
P 2431	Athletic Competition
P 2624	Grading System
R 2624	Grading System
R 3232	Tutoring System
P 5117	Interdistrict Public School Choice
P 5120	Assignment of Pupils
P 5300	Automated External Defibrillators
R 5410	Promotion and Retention
R 5420	Reporting Pupil Progress
R 5440	Honoring Pupil Achievement
R 5511	Student Uniform Dress Code
P 5533	Pupil Smoking
R 5600.01	Discipline Code of Conduct - PHS
P 7434	Smoking in School Buildings & On School Grounds

Full B. BE IT RESOLVED that the following new policies/regulations are hereby approved for a first reading:

<u>Policy/Regulation No.</u>	<u>Policy/Regulation Title</u>
P 3232	Tutoring Services
R 5117	Interdistrict Public School Choice
R 5300	Automated External Defibrillators
P 7522	School District Provided Technology Devices to Staff Members
P 7523	School District Provided Technology Devices to Pupils

#### 14.04 Finance

Full A. Certification

Pursuant to NJAC 6:20-2.13(e), we certify that as of June 30, 2013, 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:

Hand & Machine Checks for June, 2013	\$2,492,323.48
Hand & Machine Checks for July, 2013	\$927,839.86

Full \*C. Secretary's Report  
BE IT RESOLVED that the Secretary's Reports for May and June, 2013 are hereby approved.

Full \*D. Treasurer's Report  
BE IT RESOLVED that the Treasurer's Reports for May and June, 2013 are hereby approved.

Full \*E. Transfers  
BE IT RESOLVED that the Transfer Reports for May and June, 2013 are hereby approved.

Full F. Equipment

1. BE IT RESOLVED that the following equipment, which has been determined to be of no educational or operational value based on age and condition, be disposed of in accordance with currently established procedures:
  - (1) POWERMATIC Wood Lathe (green) Model #: 90 Serial #: 8090142
  - (1) POWERMATIC Planner Model #: 221 Serial #: 2-6303
  - (1) POWER MATIC Jointer Model #: 60 Serial #: 2-5196
  - (1) ROCKWELL Belt Sander Cat #: 31-501 Serial #: CO 609700215
  - (2) JET Air Filtration System Model #: ATS-2000 Stock #: 708615
2. BE IT RESOLVED that the following equipment, which has been determined to be of no educational or operational value based on age and condition, be disposed of in accordance with currently established procedures:
  - Tennis skirts – approximately 20
  - Tennis Sweatshirts – approximately 20
  - Tennis sweat pants – approximately 20
  - Gym Shorts – approximately 40

Full G. Settlement Agreement  
BE IT RESOLVED that the Settlement & Release Agreement for students #2774078349, #8709822995 and #1416658993 is hereby approved.

♦14.05 *School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act*

Full *BE IT RESOLVED that the 2013 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act is hereby approved as submitted.*

♦14.06 *Use of School Facilities*

Full *BE IT RESOLVED that Cross Roads Wrestling is approved to conduct a fund raiser in support of Palmyra High School on August 24, 2013 in accordance with the requests on file in the Athletic and Buildings and Grounds offices.*

15. **Fire/Crisis Drills**

Charles Street School	6/11/13	2 minutes, 15 seconds
Tier I Drill	6/14/13	3 minutes, 20 seconds
Delaware Avenue School	6/4/13	48 seconds
	6/13/13	1 minute, 5 seconds
	7/10/13	53 seconds
Tier I Drill	7/11/13	1 minute, 18 seconds
Palmyra High School	6/6/13	1 minute, 53 seconds
Tier I Drill	6/14/13	16 minutes

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