



**PALMYRA BOARD OF EDUCATION
PALMYRA, N.J. 08065**

Brian J. McBride
Superintendent of Schools

Administrative Office
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William R. Blatchley
*Business Administrator/
Board Secretary*

AGENDA

November 12, 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 November 6, 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. Presentation:
Students of the Month
8. Superintendent's Report
9. Committee Reports
Curriculum & Instruction
Finance & Physical Plant
Human Resources
Policy
Negotiations
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 report:
 - Cafeteria Report – October, 2013
 - Enrollment – October, 2013
 - Health Report – October, 2013
 - HIB Report – October, 2013
 - Violence, Vandalism & Substance Abuse Report – October, 2013
 - B. Entertain a motion to accept the following minutes:
 - Regular Meeting of October 8, 2013
13. Old Business
14. Discussion Item
15. New Business

15.01 PersonnelFull A. Staffing

1. BE IT RESOLVED that approval is hereby granted for Mrs. Jamie Patchel to forgo a preparation period for instruction purposes at the stipend rate of \$6,200.
2. BE IT RESOLVED that approval is hereby granted for Mr. Matt Dyl to forgo a preparation period for non-instructional purposes at the stipend rate of \$4,000.
3. BE IT RESOLVED that approval is hereby granted for Ms. Lindsay Brooks to forgo a preparation period for non-instructional purposes at the stipend of \$4,000.
4. BE IT RESOLVED that approval is hereby granted for Mr. Michael Tumelty to cover a 5th subject preparation at the stipend rate of \$2,200.
5. BE IT RESOLVED that approval is hereby granted for Mr. William Donley to cover a 5th subject preparation at the stipend rate of \$2,200.

Full B. Resignation

BE IT RESOLVED that the resignation of Ms. Sarah Alven as School Social Worker is hereby accepted effective November 27, 2013.

Full C. Extracurricular Activities

1. BE IT RESOLVED that the resignation of Ms. Michele Trefz as Middle School Girls Basketball Coach is hereby accepted.
2. BE IT RESOLVED that the following appointments are hereby approved for the 2013/2014 school year:

<u>Staff Member</u>	<u>Position</u>	<u>Rate of Pay</u>
Jacqueline Stevenson	Perfection Plus Tutoring Gr. 1	\$453.00
Casey Welsh	Perfection Plus Tutoring Gr. 4	\$453.00
Casey Welsh	Perfection Plus Tutoring Gr. 3 (1day/wk.)	\$226.50
Leslie Dobbs	Intramural Field Hockey	\$453.00
Leslie Dobbs	Just Say No Club	\$453.00
Chris Geisel,	Paraprofessional Athletic Aides for	n/a
Conor Geisel	Wrestling	
Jessica Prince	Middle School Girls Basketball Coach	\$1,431.00

Full D. Substitutes

BE IT RESOLVED that the following personnel are hereby approved as substitutes pending approval by the Burlington County Office of Education:

<u>Name</u>	<u>Position</u>	<u>Rate of Pay</u>
Nicole Maurer-Karmade	Teacher	\$80.00/day

Full E. Professional Development

BE IT RESOLVED that the following Professional Development is hereby approved:

<u>Staff Member</u>	<u>Name/Date of Workshop</u>	<u>Workshop Cost</u>	<u>Workshop Location</u>
Jenna Mackey	Guided Math 12/12	\$225	Voorhees, NJ
Nancy Brooks	Guided Math 12/12	\$225	Voorhees, NJ

Kristen Adamczyk	Guided Math 12/12	\$233	Voorhees, NJ
Lauren Quinn	Guided Reading 1/9	\$225	Voorhees, NJ
Michele Mills	Guided Reading 1/9	\$225	Voorhees, NJ
CJ Blatchley	Guided Reading 1/9	\$229	Voorhees, NJ
Lauren Quinn	Early Childhood Ed Conference 4/11	\$149	Glassboro, NJ
Stacy Pogoda	Early Childhood Ed Conference 4/11	\$149	Glassboro, NJ
Renee Hoeffcker	Early Childhood Ed Conference 4/11	\$149	Glassboro, NJ
Brian McBride	NJASA : Unpacking Common Core 11/19	\$120	Monroe, NJ
Agatha Williams	Advancing Student Achievement through STEM 12/6	\$149	Eatontown, NJ
Sarah Snow-Bailey	NJ School Age Care Coalition on 11/22	\$151	Princeton, NJ
Kathleen McClure	Burlington County Crisis Response Team on 12/3		Westampton, NJ

Pal. F. Student Teacher

BE IT RESOLVED that approval is hereby granted for Kaitlyn E. Cassano, a student at Rowan University, to do her Clinical Practice from January 21, 2014 through May 9, 2014 at Charles Street School under the direction of Ms. Jenna Mackey.

G. Volunteers

Pal. 1. BE IT RESOLVED that the following volunteers are hereby approved at Charles Street School for the 2013/2014 school year:

Vicki Agnew	Kimberly Albright	Marie Brenner
Cara Broadbelt	Deborah Chaiken	Christine Cox
Jan De Vries	Alyson Flanagan	Amy Giannini
Joe Giannini	Dawn Guglielmucci	Betsy Kearney
Jennifer Kline	Margaret Liebe	Jessica Lorenz
Nicole Maiz	Michelle McCann	Amy Okazaki
Tina Ott	Alisha Phillips	John Quigg, Jr.
Kimberly Quigg	Veronica Reid	Nicole Shipley
Lee Stoner	Marguerite Turley	Sharon Wariner
Alyson Wellens	Hilary Weaver	Jill Vassalluzzo
Linda Yansick	Sandra Young	Janet Karrman (BookMates)
Bernice Cohn		

Full 2. ***BE IT RESOLVED that approval is hereby granted for Ms. Debra M. Vanneman, a retired vocal teacher, to volunteer at Palmyra High School during the 2013/2014 school year.***

Pal. H. After School Care

BE IT RESOLVED that the following individuals are hereby approved as substitute teacher assistants for the After School Program for the 2013/2014 school year at a rate of \$7.25/hr.: Holly Skowronski, Nicholas Klemick, Shannon Graeff, Joseph Magliari.

15.02 Students**Pal. A. Student Placements**

1. BE IT RESOLVED that approval is hereby granted for two Palmyra students who are homeless (#8686843353 and #1640733809) to attend the Riverton School District for the 2013/2014 school year at a tuition cost of \$13,456 per student.
2. BE IT RESOLVED that approval is hereby granted for a Palmyra student (#7573560500) to attend Hampton Academy for the 2013/2014 school year at a tuition rate of \$55,831 pro-rated, effective October 2, 2013.

B. Educational Field Trips

- Pal. 1.** BE IT RESOLVED that the following field trip at Charles Street School is hereby approved:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject</u>
March 24, 2014	NJ State House in Trenton, NJ	Gr. 4/Mrs. Michaels, Mrs. Falcone, Mrs. Gerner, Mrs. Allen, Mrs. Collier
April 30, 2014	Memorial School in Cinnaminson, NJ	Gr. 4/Mr. Graff
May 2, 2014	NJ State Museum & Old Barracks in Trenton, NJ	Gr. 4/Mrs. Falcone

- Full 2.** BE IT RESOLVED that the following field trip at Palmyra High School is hereby approved:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject</u>
Dec. 13, 2013	Christ Kindlemarkt in Bethlehem, PA	Gr. 8-12/Ms. DeMarco
Dec. 16, 2013	Charles Street School For holiday concert	Gr. 9-12/Mr. Moore
Dec. 20, 2013	Riverton School	Gr. 7-12/Mr. Moore
June 4-7, 2014	Washington, D.C.	Gr. 10-12/Mr. Licata, Mr. Miller

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

C. Student Activities

- Pal. 1.** BE IT RESOLVED that approval is hereby granted to hold the Action Karate/Bullying Program at Charles Street School on November 12th and 14th, 2013.
- Pal. 2.** BE IT RESOLVED that approval is hereby granted to participate in the Marine Toys for Tots collection for the holidays (pick up will be on December 12, 2013).
- Full 3.** BE IT RESOLVED that approval is hereby granted to hold an “Adolescent Current Trends” assembly at Palmyra High School on November 19, 2013 from 7-8:30 p.m., hosted by Ms. Christina Birch.

Full D. Fund Raising Activities

BE IT RESOLVED that the following fund raisers are hereby approved:

1. Charles Street School Benevolence Committee – Brenda Collier, MaryAnn Middleton, Kim Hoffman, Renee Hoffecker
 - a. Dress Down Days:
 - December 6, 2013
 - December 13, 2013
 - b. Holiday Gift Card Collection – December 2 – 17, 2013
 - c. K-2nd Gift Card Sale – December 7, 2013 (At Band Craft Fair)
 2. Student Council – Kathy McClure & Darlene Keller
 - a. Chocolate Bar Sale – November 13, 2013 – June 18, 2014
 - b. Yankee Candle Sale – 10/10/13-11/1/13
 3. German Club – Katie DeMarco
 - a. Haribo Gummi Bear and Holiday Calendar Sales – November 13, 2013 – December 6, 2013
 4. Class of 2014 (Senior trip Fundraiser) – Alex Torrance & Howard Norcross
 - a. PHS lanyard sale – November 13, 2013 – December 20, 2013
 5. Palmyra Band Parents Association – Sue VanEmburg, Jeff Moore, Diane Gormley
 - a. Band Craft Fair – December 7, 2013 – PHS Gymnasium
 - b. Five and Below “Spirit Sale” – November 29, 2013 – December 6, 2013
 6. Class of 2016 – Eric Mehler
 - a. Holiday Ham collection (Money collected to purchase hams for families in need) December 2, 2013 – December 20, 2013
 7. Invisible Children – Olivia Snow
 - a. Bake Sales – November 21 & November 22, 2013 – PHS cafeteria
 8. Interact – Lorita Foster
 - a. Bake Sales – November 13 & 14, December 11 & 12, 2013 – PHS cafeteria
 9. Youth and Government – Maureen Reiss
 - a. Thanksgiving food drive – November 13 – 15, 2013
- E. Athletic Schedule
- BE IT RESOLVED that the following additions to the athletic schedule are hereby approved:
1. Boys Basketball Scrimmages
 - a. December 10, 2013 @ Audubon HS
 - b. December 12, 2013 @ Gloucester Catholic HS vs. Gloucester Catholic & Camden Academy Charter
 2. Wrestling – December 20, 2013 @ Delran HS
 3. Baseball Scrimmage vs. Camden Catholic HS – March 27, 2013
 - a. Varsity Away
 - b. JV Home
 4. Winter Track Schedule

15.03 Safety and Security Plan 2013/2014

Full BE IT RESOLVED that the District Safety and Security Plan for the 2013/2014 school year is hereby approved.

15.04 Quality Single Accountability Continuum for 2013/2014

Full BE IT RESOLVED that approval is hereby granted to submit the Palmyra School District's New Jersey Quality Single Accountability Continuum (QSAC) for the 2013-2014 school year to the New Jersey Department of Education.

15.05 Policies/Regulations

Full BE IT RESOLVED that the following new policies are hereby adopted:

- P 3144.3 Suspension Upon Certification of Tenure Charge
- P 3144.12 Certification of Tenure Charges – Inefficiency
- P 3372 Teaching Staff Member Tenure Acquisition
- P 3373 Tenure Upon Transfer or Promotion
- P 3374 Tenure Upon Transfer to an Underperforming School

15.06 Burlington County Mall Expo

Full BE IT RESOLVED that approval is hereby granted to participate in the B.C.E.A. Mall Expo from March 31-April 6, 2014.

15.07 Finance

Full A. Certification

Pursuant to NJAC 6:20-2.13(e), we certify that as of September 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 October, 2013	\$1,601,522.09
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Full *C. Secretary's Report

BE IT RESOLVED that the Secretary's Report for September, 2013 are hereby approved.

Full *D. Treasurer's Report

BE IT RESOLVED that the Treasurer's Report for September, 2013 are hereby approved.

Full *E. Transfers

BE IT RESOLVED that the Transfer Report for September, 2013 is hereby approved.

- Full F. Salary Adjustments
1. BE IT RESOLVED that approval is hereby granted to adjust the salary of Mr. Christopher Tracey from \$56,837 (BA+15, Step 8) to \$58,212 (BA+30, Step 8) effective February 1, 2014 in order to reflect completed graduate credits.
 2. BE IT RESOLVED that approval is hereby granted to adjust the salary of Mr. Frank Hiller from \$53,906 (BA+15, Step 5) to \$55,281 (BA+30, Step 5) effective February 1, 2014 in order to reflect completed graduate credits.
- Full G. Student Activities Account
- BE IT RESOLVED that approval is hereby granted to:
1. Transfer \$5,274.71 in Student Activity funds in accordance with District Policy 6660 which states that, *“Any funds accumulated in an individual student activity account that are unexpended or unallocated for use after the student activity is no longer active, discontinuance of the activity or a class has graduated shall revert to the school’s class accounts in an equal proportion,”* as follows:

From:
Class of 2013 - \$2,814.96
Disney World 2013 – \$2,459.75

To:
Class of 2014 - \$1,318.67
Class of 2015 - \$1,318.67
Class of 2016 - \$1,318.67
Class of 2017 - \$1,318.67
 2. Create an account in the student activities fund for the Renaissance Club
 3. Close the following accounts and transfer the remaining balances to the Renaissance Club:
 - a. Woodshop – \$269.34
 - b. Environmental Club – \$29.75
 - c. Newspaper - \$2.20
 - d. Drama Club - \$2,326.25
 4. Close the following accounts and transfer the remaining balances to the Truit Memorial:
 - a. Tri Boro Fund - \$2.65
 - b. Wal Mart Grant – \$20.66
 - c. McDonnell Fund - \$13.41
 - d. Urian Memorial - \$20.36
- Full H. Disposal of Items
- BE IT RESOLVED that approval is hereby granted to dispose of band uniforms, which have been determined to be of no educational or operational value based on age and condition, in accordance with currently established procedures.

16. Fire/Crisis Drills

Charles Street School	Tier I	10/18/13	55 minutes
		10/30/13	1 minute, 45 seconds
Delaware Avenue School	Tier I	10/18/13	45 minutes
		10/28/13	44 seconds
Palmyra High School	Tier I	10/18/13	45 minutes
		10/28/13	1 minute, 54 seconds

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