



# PALMYRA BOARD OF EDUCATION

## PALMYRA, N.J. 08065

Brian J. McBride  
*Superintendent of Schools*

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William R. Blatchley  
*Business Administrator/  
Board Secretary*

### AGENDA

**March 12, 2014**

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 March 7, 2013.

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

Ms. Nancy Brett, Vice President  
Ms. Sandra Cintron  
Mrs. Lori Gilmore  
Mr. John Gural  
Mr. John Kay  
Mr. Stanley Ozalis, President  
Mr. John Quigg  
Mr. Mark Russell  
Mr. Warnock, Riverton Representative  
Ms. Mary Ellen Knudson, Beverly Representative  
Ms. Irene Farinas, Student Representative

5. Appointment

BE IT RESOLVED that Mr. Keith Austin is hereby appointed to fill the current unexpired board vacancy. The term of office will extend from the date of this appointment through December 31, 2014.

Board Secretary administers oath of office to Mr. Austin.

6. Presentations:
  - Students of the Month
  - Student Representative, Irene Farinas
7. 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.

8. Return from Executive Session
9. Superintendent's Report
  - 2013/2014 District Violence & Vandalism Report for Period 1
  - 2013/2014 District HIB Report for Period 1
10. Committee Reports
  - Policy & Curriculum
  - Finance & Physical Plant
  - Human Resources & Negotiations
11. Correspondence
  - A letter from Terry Diamond, Director of Development at Shriners Hospitals for Children, expressing thanks for a donation in the remembrance of Mr. Robert W. Donnahoo, Jr.
12. Recognition of members of the public wishing to speak on agenda items
13. Routine Business
  - A. Entertain a motion to accept the following report:
    - Cafeteria Report – February, 2014
    - Enrollment – February, 2014
    - Health Report – February, 2014
    - HIB Report – February, 2014
    - Violence, Vandalism & Substance Abuse Report – February, 2014
  - B. Entertain a motion to accept the following minutes:
    - Regular Meeting of February 12, 2014
14. Old Business

## 15. Discussion Item

## 16. New Business

**16.01 Personnel**Full A. Substitutes

BE IT RESOLVED that the following staff members are hereby approved as substitute teachers for the 2014/2015 school year: Jean Michener, Brenda Collier.

Full B. Professional Development

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

<i>Name</i>	<i>Name/Date of Workshop</i>	<i>Workshop Cost</i>	<i>Workshop Location</i>
Mark Russell	Burlington County Meet-Up on 3/20/14	Not to exceed \$50.00	Mt. Holly, NJ
<b>Sandra Cintron</b>	<b>Burlington County Meet-Up on 3/20/14</b>	<b>Not to exceed \$50.00</b>	<b>Mt. Holly, NJ</b>
Lianne Kane	Current Best Practices for Challenging & Motivating Your Gifted Students 4/9/14	\$229.00	Voorhees, NJ
Jessica Mullan	Practical Interventions to Accelerate the Reading and Math Skills of your Title I Students 3/31/14	\$229.00	Voorhees, NJ
Stephen Graff	Practical Interventions to Accelerate the Reading and Math Skills of your Title I Students 3/31/14	\$229.00	Voorhees, NJ
Barbara Vieira	Practical Interventions to Accelerate the Reading and Math Skills of your Title I Students 3/31/14	\$229.00	Voorhees, NJ

Full C. Extracurricular Activities

BE IT RESOLVED that Ms. Maureen Reiss, Ms. Lindsay Brooks and Mr. Sean Brady are hereby approved as Central Detention Teachers at Palmyra High School, effective March 3, 2014 at a rate of \$25 per diem.

D. Resignations

- Full 1. BE IT RESOLVED that the resignation of Mr. Joseph McColgan, Supervisor of Athletics, is hereby accepted effective April 14, 2014.
- Pal. 2. BE IT RESOLVED that the letter of intent to retire from Mrs. Jean Michener, elementary teacher, is hereby accepted effective June 30, 2014.
- Pal. 3. **BE IT RESOLVED that the letter of intent to retire from Mrs. Brenda Collier, special education teacher, is hereby accepted effective June 30, 2014.**
- Pal. 4. **BE IT RESOLVED that the letter of intent to retire from Mrs. Linda Wilson, elementary teacher, is hereby accepted effective June 30, 2014.**

- Pal. E. Leave of Absence
1. BE IT RESOLVED that approval is hereby granted for Ms. Kristen Adamczyk to take an unpaid leave of absence on February 25, 2014.
  2. BE IT RESOLVED that approval is hereby granted for Mrs. Jean Michener to take an unpaid leave of absence on March 4, 2014.
- Pal. F. Student Teacher/Practicum
- BE IT RESOLVED that the following students from Rutgers University are hereby approved to do their practicum at Charles Street School from May 12, 2014 through May 22, 2014 (make-up dates 5/23/14-5/30/14):
- | <u>Student</u>  | <u>Cooperating Teacher</u> |
|-----------------|----------------------------|
| Brittany Strain | Stacy Pogoda               |
| Alexa Silva     | Michele Mills              |
| Maria Esimio    | Catherine Blatchley        |
- Pal. G. Volunteer
- BE IT RESOLVED that the following volunteer is hereby approved for the 2013/2014 school year: Christiana Quinton
- Full H. HIB Coordinator
- BE IT RESOLVED that Ms. Jeanne Barber is hereby appointed HIB Coordinator for the remainder of the 2013-2014 school year.**
- Full I. Interim Athletic Supervisor
- BE IT RESOLVED that approval is hereby granted to pay Mr. Ken Holloway a stipend of \$100/day (not to exceed \$9,100) to serve as Interim Athletic Supervisor at Palmyra High School beginning on the date of the anticipated vacancy and ending no later than June 30, 2014.**

## 16.02 Students

- A. 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> |
|--------------|------------------------------------|----------------------|
| May 9, 2014  | Camden River Sharks                | Gr. 5-6/Mr. Straeter |
| May 28, 2014 | Phila. Museum of Art               | Gr. 5-6/Mr. Graiff   |
| May 29, 2014 | Great Adventure<br>(Safety Patrol) | Gr. 6/Mr. Straeter   |
| June 5, 2014 | Clementon Park                     | Gr. 6/Mr. Straeter   |
- 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>                                    |
|---|--|---|
| March 7, 2014<br>(prior Board of<br>Education President<br>approval acquired) | Bishop Eustace High<br>School for a musical  | Renaissance Club/Mr. Mehler,<br>Mr. Tracey, Mrs. Bonner |
| March 31, 2014  | Burlington Center Mall<br>for BCEA Mall Expo | Gr. 9-12 Choir/Mr. Moore                                |

April 2, 2014

Burlington Center Mall Gr. 7-8 Concert Band/Mr. Moore  
for BCEA Mall Expo

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

Full B. Homebound Instruction

1. BE IT RESOLVED that approval is hereby granted for student #3772621765 to receive homebound instruction effective 2/26/14.
2. BE IT RESOLVED that approval is hereby granted for student #7138015995 to receive homebound instruction effective 2/26/14.

Full C. Student Activities

BE IT RESOLVED that the following fund raisers involving Palmyra School District students are hereby approved:

1. Interact – Lorita Foster
  - a. “Baby Bottle” March of Dimes collection – Lunch Periods – March 17-28
  - b. Bake Sale – March 19 & March 26
  - c. Dress Down Day – March 28
2. Palmyra Football Booster Club – Jack Geisel  
5k Run – Palmyra, NJ – May 4
3. Palmyra Baseball Booster Club – Dan Licata  
Palmyra Baseball T-Shirt sale – March 13- all items sold
4. Youth & Government – Maureen Reiss
  - i. Irish Potatoes/Shamrock Shake Sale – March 17
  - ii. Dress Down Day – March 17
  - iii. Spring Break Basket Raffle – April 17
  - iv. Mother’s Day Basket Raffle – May 11
  - ii. Dress Down Day - May 22
  - i. Summer Break Basket Raffle – June 6
  - ii. Ice Pop Sale – June 16-June 18
5. Post Prom Committee – Sue Steele  
Dress Down Day – April 18
6. Palmyra Band Boosters – Jeff Moore
  - i. Rita’s Water Ice Spirit Night – April 21
  - ii. Rita’s Water Ice Card Sale – April 21-May 5

**16.03 \*School Calendar Adjustment 2013/2014**

Full BE IT RESOLVED that the following adjustment to the 2013/2014 school calendar is hereby approved as follows:

Snow Days (Schools Closed)

Feb. 13, 2014  
March 3, 2014

Scheduled Make-Up Days

April 25, 2014  
April 24, 2014

**16.04 Outreach Program**

- Full BE IT RESOLVED that it is recommended that the Palmyra School District support the “Outreach Program” as presented by the Palmyra Community Center Program Board whereby students from the district can be more involved with helping others within the community.

**16.05 Finance**

- Full A. Certification  
Pursuant to NJAC 6:20-2.13(e), we certify that as of January 31, 2014, 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 February, 2014 \$2,092,650.44
- Full \*C. Secretary and Treasurer Report  
BE IT RESOLVED that the Board Secretary and Treasurer Report for January 2014 are hereby accepted.  
It is noted that the Board Secretary Report indicates a sum which is \$49.03 less than that reported on the Treasurer Report. This discrepancy was the result of a posting error. The error was found and corrected but not posted until February.
- Full \*D. Transfers  
BE IT RESOLVED that the transfers presented in the Expense Account Adjustment Report for February, 2014 are hereby accepted.
- Full E. Checks To Be Voided  
BE IT RESOLVED that the following FY13 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>
34037	\$80.00	D. Laspata	9/25/12	Athletic Official
34009	\$24.00	SJ Track Coaches Assn.	9/18/12	Fee
34198	\$73.00	A. Browning	10/16/12	Athletic Official
34341	\$76.00	F. DeAngelis	11/08/12	Athletic Official

- Full F. Anti-Bullying Bill of Rights Act  
BE IT RESOLVED that the Palmyra Board of Education certifies that permission has been granted to apply for funds to support implementation of the Anti-Bullying Bill of Rights Act for the purposes described in the application, in the amount of \$3,360 for the period July 1, 2013, and ending on June 30, 2014.

Full G. Proposed Budget 2014-2015

BE IT RESOLVED that the Palmyra Board of Education includes in the proposed budget the adjustment for increased costs of health benefits in the amount of \$68,648 and the pre-budget enrollment adjustment of \$212,150. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits and the operational expenses resulting from increased enrollment.

BE IT RESOLVED that the Palmyra Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$131,950 for the purpose of expanding the district's technology base to accommodate requirements imposed by PARCC, the purchase of multiple new textbook series for grades K-12 as a part of refining, implementing and updating required curriculum changes, student testing and progress monitoring, and complying with the provisions of mandated programs such as teacher and principal evaluations. The district intends to complete said purposes by June 2015.

BE IT RESOLVED that the tentative 2014-2015 budget as presented in the budget documents is approved and the Board Secretary is authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<b>General Fund</b>	<b>Special Revenues</b>	<b>Debt Service</b>	<b>Total</b>
<b>Total Expenditures</b>	15,032,817	459,778	1,151,668	16,644,263
<b>Less: Anticipated Revenue</b>	<u>6,877,655</u>	<u>459,778</u>	<u>203,510</u>	<u>7,540,943</u>
<b>Taxes to be Raised</b>	8,155,162	0	948,158	9,103,320

And to advertise said budget in the Burlington County Times in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED that a public hearing be held on April 30, 2014 at 7:00 p.m. in the Delaware Avenue School All Purpose room for the purpose of conducting a public hearing on the 2014-2015 budget.

Full H. 21<sup>st</sup> Century Community Learning Centers Program Grant

BE IT RESOLVED that the Palmyra Board of Education certifies that permission has been granted to apply for discretionary grant program 21<sup>st</sup> Century Community Learning Centers Program Grant for the purposes and amounts described in the application for the period September 1, 2014, and ending on June 30, 2015.

**17. Fire/Crisis Drills**

Charles Street School	2/20/14 Tier III on 2/25/14	1 minute, 35 seconds 4 minutes, 20 seconds
Delaware Avenue School	Tier II on 2/5/14 2/27/14	47 minutes 53 seconds

Palmyra High School

Tier II on 2/5/14  
2/27/14

43 minute, seconds  
1 minute, 27 seconds

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