



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*

The Mission of the Palmyra Public School District is to work cooperatively with the available resources of home and community, including business and industry, to offer each child the educational opportunities that will enable him/her to function politically, economically, and socially in a democratic society and to fully facilitate their development within a safe and secure school environment.

+document provided
*added after meeting notice

AGENDA

November 12, 2014

7:00 P.M.

1. Call to Order

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 5, 2014.

2. Moment of Silent Meditation

3. Salute to the Flag

4. Roll Call:

Ms. Nancy Brett, Vice President
Mr. Keith Austin
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
Mr. Giovanni Gravano, Student Representative

5. Presentations/Recognition:

5.01 Students of the Month
National Honor Society Members 2014-2015

- 5.02 Charles Street School
- 5.03 Palmyra High School

6. Closed Session

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 Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the public; and

WHEREAS, the regular meeting of the Board of Education will reconvene following the end of the closed session, approximately 7:45 p.m. this evening

NOW, THEREFORE, BE IT RESOLVED that the Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

- _____ Any matter which, by express provisions of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public.
- _____ Any matter in which the release of information would impair a right to receive funds from the federal government.
- _____ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy.
- _____ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public.
- _____ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.
- _____ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection.
- _____ Any investigations of violations or possible violations of the law.
- _____ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.
- X Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed in public.
- X Personnel Assignments.
- _____ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.

Voice Vote by Full Board

Motion: _____
 Second: _____
 Vote: _____

7. Return from Closed Session

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

8. Reports

- 8.01 Superintendent's Report
- 8.02 Board Committees
 - 8.02a Policy & Curriculum
 - 8.02b Finance & Physical Plant
 - 8.02c Human Resources & Negotiations
- 8.03 Sending District Reports
 - 8.03a Beverly
 - 8.03b Riverton
- 8.04 Student Representative Report
- 8.05 PTA Report

9. Correspondence – None at this time.10. Public Forum for Agenda Items

The Board, pursuant to the Open Public Meetings Act, will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting; however, the Board will give all comments appropriate consideration and will refer all initial requests and comments pertaining to the operation of the School District to the Superintendent.

11. Routine Business

11.01 BE IT RESOLVED that the following reports are hereby accepted and approved:

- 11.01a +Enrollment Report – October, 2014
- 11.01b +Health Report – October, 2014
- 11.01c +HIB Report – October, 2014
- 11.01d +Violence, Vandalism & Substance Abuse Report - October, 2014
- 11.01e +Fire Drills – October, 2014

11.01f Substitutes:

- Approve the application and submission of required documents to the Burlington County Office of Education for a substitute teaching certificate for Saba Abdulameer (\$70.00/day)
- Approve Saba Abdulameer as a Teacher Assistant (\$62.50/day)
- Approve Joan Wichelman as a Teacher Assistant (\$62.50/day)
- Approve Jean Michener and Brenda Collier as substitute teachers effective 3/1/15 (previously approved 8/27/14)

11.01g Volunteers:

| | |
|-------------------|-------------------|
| Kimberly Albright | Wes Allen |
| Maria Brenner | Cara Broadbelt |
| Jessica Chando | Crystal Clement |
| Edith Cooper | Christine Cox |
| Shelley Ferris | Dawn Guglielmucci |
| Maureen Haines | Heidi Kane |

| | |
|---|--------------------|
| Maureen Haines | Heidi Kane |
| Betsy Kearney | Jennifer Kline |
| Jodi Kozlowski | Sharon Lake |
| Amy Marker | Nora Martin |
| Melissa May | Michelle McCann |
| Jacqui Nece | Patricia Opperman |
| Ron Sherrill | Karen Pankowicz |
| Aundreay Peltz | Karen Schneider |
| Susan Schneider | Nicole Shipley |
| Marguerite Turley | Colleen Sacca |
| Theresa Sardos | Roxanne Sharp |
| Elizabeth Sims | Dawn Skelly |
| Hilary Weaver | Alyson Wellens |
| Wendy Wence | Christina Zambrano |
| Mary Ann Middleton (effective 3/1/15; previously approved 8/27/14)) | |

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

11.02 BE IT RESOLVED that the following reports are hereby accepted and approved:

11.02a +Check Register for October, 2014 representing hand and machine checks in the amount of \$1,619,025.00

11.02b +Board Secretary Report for September, 2014 and the Treasurer Report for September, 2014 which have found to be in agreement.

11.02c +Cafeteria Report – October, 2014

11.02d +Transfer Report – October, 2014

11.02e +Minutes of Regular Meeting of October 8, 2014

11.02f Travel and Professional Development

| <u>Staff Member</u> | <u>Name/Date of Workshop</u> | <u>Workshop Cost</u> | <u>Workshop Location</u> |
|---------------------|--|----------------------|--------------------------|
| Jeff Moore | All South Jersey Choir Auditions on 11/15/14 | \$24.99 | Woodstown, NJ |
| Nicole Michaels | Best Practices in Co-Teaching: Newest Strategies & Realistic Solutions to Challenging Issues on 11/19/14 | \$239.00 | Voorhees, NJ |
| Kathy Myers | Best Practices in Co-Teaching: Newest Strategies & Realistic Solutions to Challenging Issues on 11/19/14 | \$239.00 | Voorhees, NJ |
| Melanie Sharkey | Basic Life Support Instructor Training on 11/25/14 | \$375.00 | Camden, NJ |
| Matthew Papenberg | Basic Life Support Instructor Training on 11/25/14 | \$375.00 | Camden, NJ |
| Katie Salvo | Using Cutting Edge Technology to Enhance World Language Instruction on 12/1/14 | \$239.03 | Voorhees, NJ |
| Samantha Crean | Arcadia University School Counselor Workshop on 12/5/15 | Free | Glenside, PA |

| | | | |
|---------------|--|----------|-------------------|
| Kim Hoffman | Understanding Grief & Loss: Ways to Support Grieving Children in School on 12/3/14 | \$89.00 | Princeton, NJ |
| Jeff Moore | All South Jersey Band Auditions on 12/13/14 | \$11.78 | Voorhees, NJ |
| Casey Welsh | Strengthening your Special Needs Student's Skills on 12/16/14 | \$262.56 | Voorhees, NJ |
| Frank Hiller | The Flipped Math Classroom on 12/17/14 | \$229.00 | Voorhees, NJ |
| Dan Licata | Be The Best You Are Clinic 1/8/15 to 1/10/15 | \$130.00 | Cherry Hill, NJ |
| Jeff Moore | All State Band Auditions on 1/24/15 | \$37.51 | Edison, NJ |
| Jeff Moore | All South Jersey Junior High Band Auditions on 1/31/15 | \$31.00 | Manahawkin, NJ |
| Jeff Moore | All South Jersey Junior High Band Concert on 3/1/15 | \$57.66 | Cape May, NJ |
| Jeanne Barber | Techspo 2015 1/29/15-1/30/15 | \$437.00 | Atlantic City, NJ |
| Rob Reimer | Techspo 2015 1/29/15-1/30/15 | \$430.00 | Atlantic City, NJ |
| Dave Ritchie | Techspo 2015 1/29/15-1/30/15 | \$395.00 | Atlantic City, NJ |

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

12. Old Business

13. Human Resource

13.01 BE IT RESOLVED that the following personnel actions are hereby approved as recommended by the Superintendent:

13.01a Appointments

- Approve Ms. Alex Torrance as a homebound/supplemental instructor for the 2014/2015 school year.
- Approve Mrs. Danielle Willard to teach a supplemental skills class, effective October 31, 2014, at a rate of \$6,200 (pro-rated).
- Approve the following personnel under the designated NCLB Titles:

| | |
|----------------------|-------------------|
| Title IX Coordinator | Michael Papenberg |
| Title VI Coordinator | Jeanne Barber |
| Title II Coordinator | Stacy Saia |
| Title I Coordinator | Lianne Kane |
- Approve Debbie Mays as a supplemental instructor

- 13.01b Extracurricular Activities - None
- 13.01c Request to Enroll in Graduate Course and Apply for Tuition Reimbursement
- | <u>Staff Member</u> | <u>Course/Dates/University</u> | <u>Reimbursement Cost</u> |
|---------------------|---|------------------------------|
| Daniel R. Licata | ED5320 School Leadership & Management Practices/ 10/13/14 to 12/19/14/ Capella University | Per the Negotiated Agreement |
| Kim Hoffman | COUN690 Internship in Counseling Specialty I/January-May 2015/ Rider University | Per the Negotiated Agreement |
- 13.01d Clinical Practice
Approval for Brittany Hamilton, a student at The College of New Jersey, to do her clinical experience from 1/26/15 to 5/8/15 under the guidance of Mr. J.C. Slocum.

Roll Call Vote Full Board

Motion: _____ Second: _____

- 13.02 BE IT RESOLVED that the following personnel actions are hereby approved as recommended by the Superintendent:

- 13.02a Appointments
- Appoint Mr. William Devlin as a part time Health/PE Teacher at Charles Street School for the 2014/2015 school year at a salary of \$50,568 (BA, Step 1) pro-rated, effective October 31, 2014.
 - Appoint Ms. Renee Hoffecker as a mentor for Mr. William Devlin.

- 13.02b Extracurricular Activities – None

- 13.02c Clinical Practice
Approval for Rachel Odgers, a student at Rowan University, to do her clinical practice at Charles Street School from 1/20/15 to 5/11/15 under the guidance of Mrs. Michelle Lynn Mills.

Roll Call Vote Palmyra Board

Motion: _____ Second: _____

14. Business, Finance and Operations

- 14.01 Certification
Pursuant to NJAC 6:20-2.13(e), we certify that as of September 30, 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.

Roll Call Vote Full Board

Motion: _____ Second: _____

14.02 BE IT RESOLVED that the following business, financial and operational actions are hereby approved as recommended by the Superintendent:

14.02a Establish a Class of 2018 and a Class of 2018 Disney account, within the student activity account, for the purpose of receiving deposits and paying appropriate/reasonable senior class trip fees and charges.

14.02b 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.

- Woodshop shop vacuum/filter system

14.02c Accept the following donations:

- Graduated cylinders for the Science Department by Mr. Ciaran Brett
- Bb Tenor Saxophone by Mr. William Blatchley
- Donation by the Beck Family to be distributed as follows:
 - \$270 Jr. Student Council
 - \$120 Interact
 - \$120 Student Council
 - \$140 German Club

Roll Call Vote Palmyra Board

Motion: _____

Second: _____

15. Policy and Curriculum

15.01 BE IT RESOLVED that the following policy and curriculum actions are hereby approved as recommended by the Superintendent:

15.01a Policies/Regulations

- Second reading and approval of the following policies/regulations:
 - P 1581 Victim of Domestic or Sexual Violence Leave
 - R 2412 Home Instruction Due to Health Condition
 - R 2481 Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
 - P 3283 Electronic Communications Between Teaching Staff Members and Students
 - P 4283 Electronic Communications Between Support Staff Members and Students
 - R 5612 Assault on District Board of Education Members or Employees
 - P & R 5613 Removal of Students for Assaults with Weapons Offenses
 - P 6511 Direct Deposit
 - P 8507 Breakfast Offer Versus Serve (OVS)
 - P 8508 Lunch Offer Versus Serve (OVS)
- Approve as revised:
 - P 5305 Health Services Personnel
 - P & R 5308 Student Health Records
 - P & R 5310 Health Services
 - P 5530 Substance Abuse

P 8505 Wellness Policy/Nutrient Standards for Meals and Other Foods

- New policies for a first reading:
 - P & R 5306 Health Services to Nonpublic Schools
 - P 5339 Screening for Dyslexia
 - P 5756 Transgender Students

15.01b +District Equity Plan 2014-201515.01c Curriculum - None15.01d Field Trips

| <u>Date</u> | <u>Destination</u> | <u>Grade/Subject</u> |
|-------------|--|------------------------------------|
| 11/19/14 | Bordentown High School for College Fair | Gr. 11-12/Ms. Shore, Mr. Papenberg |
| 12/1/14 | Klein JCC in Phila., Pa. | Gr. 9-12/Ms. DeMarco, Mrs. Bonner |
| 12/12/14 | Bethlehem, PA | Gr. 9-12/Ms. DeMarco |

15.01e Homebound Instruction - None15.01f Student Placements/Services - None15.01g Student Activities/Fund Raisers

- Class of 2017 (Laura Masich)
 - Dress down day on 12/19/14 (\$2 students, \$5 staff)
 - Have a bake sale on the 2nd Tuesday of each month to raise funds for the sophomore class.
- Youth and Government (Maureen Joyce)
 - Run a "Hot Stuff Café" to sell baked goods to raise funds for Youth and Government. The "café" would be open on: 11/14, 12/5, 12/19, 1/9, 1/23, 2/6, 2/20
- Student Council (Kathy McClure)
 - Collect and donate books to Hope Community Charter School in Camden. The collection would take place from 11/20-11/26.
- The Class of 2015 (Jennifer VanZandt)
 - Sell drawstring bags for \$10 to help offset the cost of the senior trip. The sales would take place from 11/17-12/5.
 - Sell concessions at the boys and girls home basketball games from December-March.
- The German Club (Katie DeMarco). Activities to offset the cost of their trip to Europe this summer:
 - Bake sale on 11/11.
 - Host a spaghetti dinner on December 5, 2014 in the PHS cafeteria.
 - Dress down day on January 16, 2015.
- Baseball Team (Dan Licata)
 - Sell T-shirts and sweatshirts from 11/12/14 to 4/1/15.

- Spanish and German National Honor Society (Katie Salvo, Katie DeMarco)
Dress down day on 11/13/14 and 12/8/14. The collection would support USO Stockings for Soldiers.

Roll Call Vote Full Board

Motion: _____ Second: _____

15.02 BE IT RESOLVED that the following policy and curriculum actions are hereby approved as recommended by the Superintendent:

15.02a Curriculum - None

15.02b Field Trips

| <u>Date</u> | <u>Destination</u> | <u>Grade/Subject</u> |
|-------------|--|-----------------------|
| 3/27/15 | Memorial School in Cinnaminson, NJ for Brain Drain | Gr. 4 G & T/Mr. Graff |

15.02c Homebound Instruction - None

15.02d Student Placements/Services - None

15.02e Student Activities/Fund Raisers

- Breast cancer awareness (Mark Pease, B. Marron and C.J. Blatchley)
Dress down day on 10/24/14 with proceeds to be donated to the American Cancer Society.
- Buddy Bench (Kim Hoffman-Kids for Character)
Accept donations from 11/17/14 to 11/26/14.
- Annual “toys for tots” campaign (Kim Hoffman)
Toys will be collected from 12/1-12/19 and will be donated to the US Marine Corps.
- Benevolence Committee (Kim Hoffman)
Dress down day on 12/5 and 12/12 to raise money for the holiday family fundraiser (\$5.00 per staff member).
- Crohn’s and Colitis Foundation (Mark Pease and Ms. Dixon)
Dress down day on 1/23/15 with proceeds to be donated to the Crohn’s and Colitis Foundation.
- Yellow Ribbon Campaign (Mark Pease and Mrs. Maureen Haines)
Dress down day on 3/27/2015 with donations being collected starting 3/2/2015; proceeds to be donated to the local veteran’s association.
- Swaziland Relief (Kids for Character Club – Kim Hoffman)
Collect gently used shoes from May 18-22, 2015 at Charles Street School.

Roll Call Vote Palmyra Board

Motion: _____ Second: _____

16. Public Forum for Additional Topics

The Board, pursuant to the Open Public Meetings Act, will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting; however, the Board will give all comments appropriate consideration and will refer all initial requests and comments pertaining to the operation of the School District to the Superintendent.

16.01a Recognition of members of the public

16.01b Recognition of members of the board

- Strategic Plan
- Dress Code/Policy

17. Adjournment

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

Time: _____