



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*

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

December 10, 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 December 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 Student Recognition

- 5.02 Students of the Month
- 5.03 Palmyra PTA
- 5.04 2013-2014 Audit Presentation by Bowman & Company, LLP
- 5.05 NJSBA Strategic Plan Presentation
- 5.06 Recognition of Service

***WHEREAS**, Stanley Ozalis, member of the Palmyra Borough Board of Education; and*

***WHEREAS**, in recognition of his dedication to the students of the Borough of Palmyra for the period of*

2005- 2014

***WHEREAS**, he honorably served the community of Palmyra Borough with fairness and professionalism;*

***NOW THEREFORE BE IT RESOLVED**, that we, the Members of the Board, do hereby extend to Stanley Ozalis our sincere and grateful appreciation for his dedicated service to the Palmyra Board of Education, and our best wishes to him for continued success, happiness, and good health in the years to come.*

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 8:00 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 collection 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.

- 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
- 8.05 PTA

9. Correspondence

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 – November, 2014
 - 11.01b +Health Report – November, 2014
 - 11.01c +HIB Report – November, 2014
 - 11.01d +Violence, Vandalism & Substance Abuse Report - November, 2014

- 11.01e +Fire/Emergency Drills – November, 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 Robyn Shaara (\$70.00/day)
 - Approve the application and submission of required documents to the Burlington County Office of Education for a substitute teaching certificate for Brian Straeter (\$70.00/day)
- 11.01g Volunteers:
- Paraprofessional Athletic Aides for Girls Basketball pending approval by the Burlington County Office of Education: Christiana Quinton, Moral Best
 - Vicki Agnew, Michelle Pizzo
 - Theater Club: Mrs. Janowicz, Mr. & Mrs. Foedisch, Mrs. Robinson, Mrs. Weiner, Mr. & Mrs. Philippoussis, Mrs. Yansick, Mr. & Mrs. Leusner, Mrs. Eckhardt, Mrs. Graeff

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 December, 2014 representing hand and machine checks in the amount of \$1,708,571.13
- 11.02b +Board Secretary Report for October, 2014 and the Treasurer Report for October, 2014 which have found to be in agreement.
- 11.02c +Cafeteria Report – November, 2014
- 11.02d +Transfer Report – November, 2014
- 11.02e +Minutes of Regular Meeting of November 12, 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>
Jenna Mackey	What's New in Second Grade on 1/7/15	\$235.00	Voorhees, NJ
Gina Lewis	Suicide & Self-Mutilation on 1/15/15	\$99.99	Cherry Hill, NJ
Jeffrey Moore	All South Jersey High School Band Rehearsal/Concert 1/16 & 1/18/15	\$18.91	Glassboro, NJ
Jeffrey Moore	All South Jersey Choir Rehearsal/ Concert 1/25/15	\$9.30	Voorhees, NJ
Karla O'Connell	PARCC in the Elementary School: Grades 3 to 5 on 1/30/15	\$135.00	Glassboro, NJ
Melanie Gerner	PARCC in the Elementary School: Grades 3 to 5 on 1/30/15	\$135.00	Glassboro, NJ

Jennifer Allen	PARCC in the Elementary School: Grades 3 to 5 on 1/30/15	\$135.00	Glassboro, NJ
Lindsay Brooks	PARCC in the Middle School: Grades 6 to 8 on 1/29/15	\$135.00	Glassboro, NJ
Katie Merrill	Best, New Online Tools to Use With Your Interactive White Board to Teach Mathematics on 2/3/15	\$229.00	Voorhees, NJ
Catherine Blatchley	Best, New Online Tools to Use With Your Interactive White Board to Teach Mathematics on 2/3/15	\$229.00	Voorhees, NJ
Frank Hiller	PARCC in the High School: Grades 9 to 12 on 2/5/15	\$135.00	Glassboro, NJ
Karen DeCesare	PARCC in the High School: Grades 9 to 12 on 2/5/15	\$135.00	Glassboro, NJ
Laura Masich	PARCC in the High School: Grades 9 to 12 on 2/5/15	\$135.00	Glassboro, NJ
Jeffrey Moore	All State Choir Rehearsal 2/8/15	\$50.00	Iselin, NJ
Jeffrey Moore	NJMEA State Music Convention And All State Choir Rehearsal 2/19 to 2/21/15	\$120.00	East Brunswick, NJ
Jeffrey Moore	All South Jersey High School Band Concert 3/1/15	\$57.66	Cape May, NJ
Kristin Tyler	Best Practices to Ensure Your School Library Program Helps Students Meet and Exceed State Standards on 3/25/15	\$239.00	Voorhees, NJ

12. Old Business

13. Policy and Curriculum

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

13.01a Authorize the establishment of an educational component within the After School Care Program in accordance with the program outline.

13.01b Authorize the establishment of an After School SAT Preparation Course in accordance with program requirements.

13.01c Job Descriptions
After School Care – Academic Staff (revised)
After School Care – Academic Coordinator (new)

13.01d Second reading and approval of the following policies/regulations:
P & R 5306 Health Services to Nonpublic Schools
P 5339 Screening for Dyslexia
P 5756 Transgender Students

- 13.01e Curriculum
- The History of the Supreme Court
 - Sports and Entertainment Marketing

Roll Call Vote Full Board

Motion: _____ Second: _____

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

13.02a	<u>Field Trips</u>		
	<u>Date</u>	<u>Destination</u>	<u>Grade/Subject</u>
	12/15/14	Charles Street School for holiday concert	Gr. 7-12/Mr. Moore
	12/16/14	Merriam Theater in Philadelphia	Gr. 9-12/Ms. Gallagher
	12/17/14	Riverton School for holiday concert	Gr. 9-12/Mr. Moore
	3/16 & 3/20/2015	Burlington County College	Gr. 7-12/Mr. Budden

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

13.02b	<u>Homebound Instruction</u>	
	<u>SID</u>	<u>Initial Date of Instruction</u>
	6902608800	To Be Determined

13.02c Student Placements/Services - None

- 13.02d Student Activities/Fund Raisers
- Class of 2016 (Eric Mehler)
Will collect 25 cents from each student in December to buy holiday hams for a soup kitchen in Philadelphia
 - German Club (Katie DeMarco)
 - Dress down day originally scheduled for 11/14 is going to be changed to 1/16/15 because of a scheduling conflict.
 - Spaghetti dinner date change from 12/5 to 1/9/15 because of a scheduling conflict. The spaghetti dinner will take place in the high school cafeteria.
 - Field Hockey Team (Tracy Wolf)
Dress down days on 5/7/15 and 5/8/15 to raise funds for the field hockey team.
 - Future Educators Association teens for jeans (Jamie Patchel)
From 1/5 to 1/30/15 students will collect slightly used jeans for a local homeless shelter.
 - PHS Wrestling (Jack Geisel)
Use concession stand on the following dates to support the wrestling team:
12/27/14, 1/3/15, 1/9/15, 1/10/15, 1/17/15, 1/21/15, 1/24/15, 1/26/15, 2/11/15, 2/13/15

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

- 13.03a Authorize the submission of an application pursuant to the National School Lunch Program Equipment Assistance Grant.

Roll Call Vote Full Board

Motion: _____ Second: _____

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

- 13.04a Curriculum
- Math Grade 2
 - Math Grade 3
 - Math Grade 4
 - Health/ PE Grade K
 - Health/ PE Grade 1
 - Health/ PE Grade 2
 - Health/ PE Grade 3
 - Health/ PE Grade 4
 - Health/ PE Grade 5
 - Health/ PE Grade 6

- 13.04b Field Trips
- | <u>Date</u> | <u>Destination</u> | <u>Grade/Subject</u> |
|-------------|----------------------------------|---|
| 1/29/15 | Adventure Aquarium in Camden, NJ | Gr. 2/Mrs. Mackey,
Ms. Blatchley, Ms. Merrill,
Mrs. Lucas |

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

- 13.04c Homebound Instruction - None
- 13.04d Student Placements/Services - None
- 13.04e Student Activities/Fund Raisers
Palmyra PTA
- Amazon Smile (Kathy Hartman) all year long.
PTA will receive a percentage of items purchased on Amazon if the Palmyra PTA is selected as the charity on an individual's Amazon smile account.
 - Spring Pictures (Kathy Hartman) on 3/5/15

Roll Call Vote Palmyra Board

Motion: _____ Second: _____

14. Human Resource

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

- 14.01a Appointments

- Approve the following After School Academic Coordinator appointments at a rate of \$32.50 per hour for the period of 12/15/14 through 3/6/15 in accordance with program requirements: **Deborah Falcone, Christopher Tracey.**
- Approve the following After School Academic Staff appointments at a rate of \$32.50 per hour for the period of 1/5/15 through 3/6/15 in accordance with program requirements: **Catherine Blatchley, Jennifer Allen, Karla O'Connell, Agatha Williams, Tracy Wolf, Lindsay Brooks, Karen DeCesare, Jamie Patchel, Kelly Gallagher, Casey Welsh (substitute), Amanda Ehret (substitute).**
- Approve Stacy Saia as the Supervisor for the After School Academic Program and authorize a stipend of \$1200.00.
- Approve Mr. Richard L. Sinclair to provide routine transportation services as may be required for the 2014/2015 school year at a rate of \$18.75/hr.

14.01b Additional Stipends

- Approve the compensation, as per the Collective Bargaining Agreement, to the following staff members for additional preparation due to the inclusion of additional students in the LLD program effective November 17, 2014:
 - Danielle Willard \$2,200 pro-rated
 - William Donley \$2,200 pro-rated
 - Michael Tumelty \$2,200 pro-rated
 - Gail White \$2,200 pro-rated
- Approve Gail White, as per the Collective Bargaining Agreement, to teach a supplemental skills class at a rate of \$6,200 (pro-rated), effective November 17, 2014.
- Approve Frank Hiller and William Donley, as per the Collective Bargaining Agreement, for Algebra I class coverage from November 3 – December 23, 2014 at a rate of \$6,200 (pro-rated).

14.01c Extracurricular Activities - None

14.01d Request to Enroll in Graduate Course and Apply for Tuition Reimbursement, as per the Collective Bargaining Agreement:

<u>Staff Member</u>	<u>Course/Dates/University</u>	<u>Reimbursement Cost</u>
Samantha Crean	CHR8880-001 Psychopathology/ January-May 2015/Villanova	\$1,986.00

14.01e Student Practicum/Clinical Practice

Approval for Joseph Carroll, a student from Rutgers University, to do his practicum from January 26 through May 1, 2015, under the guidance of Christopher Tracey.

14.01f Homebound Instructor

Approve Mrs. Jamie Patchel as a homebound instructor for the 2014/2015 school year, at a rate of \$30.00/hr., as per the Collective Bargaining Agreement.

Roll Call Vote Full Board

Motion: _____ Second: _____

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

- 14.02a Appointments - None
- 14.02b Extracurricular Activities
Approve Lauren Quinn as the Advisor for Perfection Plus Tutoring Gr. 1 at a stipend of \$464.00, retroactive to September 2014.
- 14.02c Student Practicum/Clinical Practice
- Approval for Erin MacArthur, a student at TCNJ, to do her student teaching at Charles Street School from January 26 through May 8, 2015 under the guidance of Nicole Michaels and Kathy Myers.
 - Approval is requested for Kandace Schweighofer, a student at TCNJ, to do her student teaching at Charles Street School from January 26 through May 8, 2015 under the guidance of Jacqueline Stevenson and Catherine Blatchley.
- 14.02d Request to Enroll in Graduate Course and Apply for Tuition Reimbursement, as per the Collective Bargaining Agreement:
- | <u>Staff Member</u> | <u>Course/Dates/University</u> | <u>Reimbursement Cost</u> |
|---------------------|---|---------------------------|
| Lauren Quinn | EDAM 275351C School Finance & Records/January – March 2015/
Rowan University | \$1,551.00 |

Roll Call Vote Palmyra Board

Motion: _____ Second: _____

15. Business, Finance and Operations

- 15.01 Certification
Pursuant to NJAC 6:20-2.13(e), we certify that as of October 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.

Roll Call Vote Full Board

Motion: _____ Second: _____

- 15.02 BE IT RESOLVED that the following business, financial and operational actions are hereby approved as recommended by the Superintendent:
- 15.02a Accept the 2013/2014 audit as presented and discussed. A copy of the audit summary has been made available to the public and for distribution.
- 15.02b Accept audit recommendations 2014-1 and 2014-2 as presented and discussed.
- 15.02c Approve the 2013/2014 corrective action plan, signed by the Superintendent and the School Business Administrator as presented and discussed.
- 15.03 BE IT RESOLVED that the following business, finance and operations actions are hereby approved as recommended by the Superintendent:

15.03a Void the following FY14 checks and return the balances to the corresponding fund accounts:

<u>Check</u>	<u>Amount</u>	<u>Explanation</u>
36281	104.00	Ref Fee
36851	78.00	Ref Fee
36865	16.74	mileage reimbursement

15.03b 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 2014 - \$794.30 and Disney World 2014 – \$1329.47
 To: Class of 2015 - \$530.94
 Class of 2016 - \$530.94
 Class of 2017 - \$530.94
 Class of 2018 - \$530.94

15.03c Salary Adjustments Due to Completed Graduate Coursework, as per the Collective Bargaining Agreement:

- Ms. Jacqueline Stevenson from \$54,559 (BA+30, Step 3) to \$55,559 (MA, Step 3), effective 2/1/15.
- Mr. Frank Hiller from \$56,695 (BA+30, Step 6) to \$57,695 (MA, Step 6), effective 2/1/15.

Roll Call Vote Full Board

Motion: _____ Second: _____

15.04 BE IT RESOLVED that the following business, finance and operations actions are hereby approved as recommended by the Superintendent:

As N.J.S.A. 40A:11-11 authorizes contracting units to establish a Cooperative Pricing Agreement for its administration and as the County of Burlington, acting as the lead agency, has offered voluntary participation in its Cooperative Pricing System for the purchase of goods and services, the Palmyra Board of Education hereby authorizes the School Business Administrator to enter into a cooperative pricing agreement with the County of Burlington effective on this date and extending through 31 December 2020 and each renewal thereafter unless the Board of Chosen Freeholders of Burlington County elects to formally withdraw from the system.

Roll Call Vote Full 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

17. Adjournment

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

Time: _____