



# 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

*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

**SEPTEMBER 9, 2015**

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 September 3, 2015.

2 Moment of Silent Meditation

3 Salute to the Flag

4 Roll Call

Mr. Keith Austin, Vice President  
Mrs. Laurie Beck  
Ms. Nancy Brett, President  
Ms. Lori Gilmore  
Mr. John Gural  
Mr. John Kay  
Mr. Howard Norcross  
Mr. John Quigg  
Mr. Mark Russell  
Mr. Warnock, Riverton Representative  
Ms. Knudson, Beverly Representative  
Mr. Gravano, Student Representative

5 Presentations - None

## 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:

- 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 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.

### **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
- 8.02 Board Committees
  - 8.02a Policy & Curriculum
  - 8.02b Finance & Physical Plant
  - 8.02c Human Resources & Negotiation
- 8.03 Sending District Reports
  - 8.03a Beverly
  - 8.03b Riverton
- 8.04 Student Representative
- 8.05 PTA
- 8.06 Borough Liaison

## 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 +Check Register for July 2015 representing hand and machine checks totaling \$695,275.18
- 11.01b +Check Register for August 2015 representing hand and machine checks totaling \$42,738.67
- 11.01c +Board Secretary's Report for June 2015 and the Treasurer's Report for June 2015 which have been found to be in agreement.
- 11.01d +Board Secretary's Report for July 2015 and the Treasurer's Report for July 2015 which have been found to be in agreement.
- 11.01e +Transfer Report for July & August 2015
- 11.01f +Cafeteria Report for July 2015
- 11.01g +Cafeteria Report for August 2015
- 11.01h +Minutes of Regular Meeting on July 30, 2015
- 11.01i Travel and Professional Development:

- Approve Professional Development/Travel for the following staff/Board Member(s) to attend the NJSBA 2015 Workshop & Exhibition in Atlantic City, New Jersey, from October 27 through October 29, 2015 at an estimated cost not to exceed \$350.00 per person. The listed staff/Board Member(s) have notified the Superintendent that the primary purpose of attending this travel event is to discuss methods to help empower the 21st century student, and to discuss strategies for becoming more effective school leaders:

Nancy Brett	Board Member
Keith Austin	Board Member
John Kay	Board Member
Lori Gilmore	Board Member
Howard Norcross	Board Member
John Quigg	Board Member
John Gural	Board Member
Laurie Beck	Board Member
Mark Russell	Board Member
Brian J. McBride	Superintendent
William R. Blatchley	Business Administrator

This travel is directly related to the responsibilities of the staff/Board Member(s) listed and furthers the efficient operation of the district.

- | <u>Staff Member</u> | <u>Name/Date of Workshop</u> | <u>Cost</u> | <u>Location</u> |
|---------------------|------------------------------|-------------|-----------------|
| Jeff Graiff         | Art Conference 10/5/15       | \$198.87    | Long Branch, NJ |
| Joni Geiser         | ESL Workshop 10/5/15         | N/A         | Edison, NJ      |

- 11.01g Volunteers for the 2015/2016 school year (pending criminal history review):  
Tyler Brown, Paraprofessional Athletic Aide for Football

**Roll Call Vote Full Board**

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

12 Old Business - No Old Business13 Personnel

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

- 13.01a Accept the resignation of Ms. Mariel Cipko as a Technology teacher for the 2015/2016 school year.
- 13.01b +Appoint Ms. Colleen Grose as a Learning Disabilities Teacher Consultant for the 2015/2016 school year at a salary of \$60,645 pro-rated (MA30, Step 6), effective October 17, 2015 (or sooner due to 60 day contractual requirement).
- 13.01c +Appoint Mr. Tony Gore as a Technology Teacher for the 2015/2016 school year at a salary of \$54,320 (BA, Step 6) pro-rated, effective 10/24/15 (or sooner due to 60 day contractual requirement).
- 13.01d +Appoint Ms. Lauren Schmidt as a School Counselor for the 2015/2016 school year at a salary of \$61,424 (MA, Step 9) pro-rated, effective 10/26/2015 (or sooner due to 60 day contractual requirement).
- 13.01e +Appoint Ms. Devon Murtagh as an English Teacher for the 2015/2016 school year at a salary of \$51,068 (BA, Step 1), effective September 1, 2015.
- 13.01f Approve the voluntary transfer of Mr. Joseph Rosato from Palmyra High School to Charles Street School for the 2015/2016 school year.
- 13.01g Accept the notice of intent to retire from Mrs. Anne Higgins effective January 1, 2016.

**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 Approve the following student teacher placement requests:
 

<u>Teacher Candidate</u>	<u>College/Univ.</u>	<u>Collaborating Teacher</u>	<u>Dates</u>
Joanne Burtnett	Rowan	Jamie Patchel	8/25/15 – 10/19/15
Meredith Callahan	Rowan	Sean Brady	10/26/15 – 12/18/15
- 13.02b Adjust the salary of Mr. Daniel Licata, Social Studies Teacher, from \$53,386 (BA, Step 5) to \$54,886 (BA+15, Step 5) to reflect completed graduate credits.
- 13.02c Approve the following novice teacher mentors:
 

<u>Novice Teacher</u>	<u>Mentor</u>
Devon Murtagh	Jamie Patchel
Jannet Vaca	Katie Salvo
Stephanie Cancglin	Debbie Falcone
Kristen Marrazzo	Renee Hoffecker
- 13.02d Approve the following bus drivers to be utilized on an as need basis for the 2015/2016 school year:
 

L. Kozloski	\$19.00/hr.
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G. Cole	\$19.00/hr.
R. Sinclair	\$19.00/hr.

**Roll Call Vote Full Board**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

- 13.03 +BE IT RESOLVED that the following personnel actions affecting Charles Street School are hereby approved as recommended by the Superintendent:

- 13.03a Approve the following After School Care staff and the corresponding hourly wage for the 2015/2016 school year.

M. Petrucelli	\$9.50/hr.
J. Coles	\$8.55/hr.
D. Aaronson	\$9.65/hr.
E. Eckhardt	\$9.50/hr.
H. Skowronski	\$8.76/hr.
J. Andersen	\$8.59/hr.

- 13.03b Approve the following student teacher placement requests:

<u>Teacher Candidate</u>	<u>College/Univ.</u>	<u>Collaborating Teacher</u>	<u>Dates</u>
Rileigh Ruff	Stockton	Karla O'Connell	9/1/15 - 12/4/15
Susan Vandine	TCNJ	Elizabeth Marron	9/8/15 - 12/15/15

**Roll Call Vote Palmyra Board**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

14 Business, Finance and Operations14.01 Certification

Pursuant to NJAC 6:20-2.13(e), we certify that as of July 31, 2015, 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 Accept a donation to the athletic department in the amount of \$885.00 from Jersey Mike's Subs.

**Roll Call Vote Full 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 Enter into a Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) for the 2015/2016 school year.

15.01b Field Trips

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
9/19/15	Chicester	Marching Band/Mr. Moore
9/26/15	Ridley	Marching Band/Mr. Moore
10/3/15	Delsea	Marching Band/Mr. Moore
10/10/15	Millville	Marching Band/Mr. Moore
10/17/15	Egg Harbor	Marching Band/Mr. Moore
11/7/15	Vineland	Marching Band/Mr. Moore
11/14/15	Downingtown	Marching Band/Mr. Moore
5/30/16	Palmyra	Marching Band/Mr. Moore

15.01c Approve the following fund raisers:

- Class of 2019 to sell programs at home football games on 9/11, 10/2, 10/24, 10/31 (Mrs. Birch)

15.01d Approve educational services provided by the New Jersey Commission for the Blind and Visually Impaired for 2015/2016 at a rate of \$1,900 per student (Level 1) for the following students: #9601267887 and #8202885641.

15.01e Approve the HIB FY16 Grade Report.

### **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 Approve the following revised policies/regulations:

P 3322	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
P 4322	Support Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
R 5200	Attendance
P 5330	Administration of Medication
R 5330	Administration of Medication
P 5615	Suspected Gang Activity
P 5756	Transgender Students
P 8540	School Nutrition Programs
R 8540	Free & Reduced Rate Meals (Abolished)
P 8820	Opening Exercises/Ceremonies

15.02b First reading of the following new policy:

P 8550 Outstanding Food Service Charges

### **Roll Call Vote Full Board**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

15.03 BE IT RESOLVED that the following Policy and Curriculum actions affecting Charles Street School are hereby approved as recommended by the Superintendent:

15.03a Fundraisers

- Toys for Tots collection during December 2015 (Mr. Pease/Ms. Geiser)
- Collect canned goods, non-perishables, etc. for Bread of Life Food Pantry in Palmyra from January 11-22, 2016 (Mr. Pease/Ms. Geiser)
- Hold various activities to raise funds for the Make-A-Wish Foundation from March 7-18, 2016 (Mr. Pease/Ms. Geiser)
- School-wide monetary collection for the American Cancer Society October 5-16, 2015 (Mr. Pease/Ms. Geiser)
- School-wide collection of 2015 Holiday Wish List items for Providence House (Catholic Charities) November 2-20, 2015 (Mr. Pease/Ms. Geiser)

### **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.

16.01 Recognition of members of the Public

16.02 Recognition of members of the Board

### 17 Adjournment

#### **Voice Vote by Full Board**

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote: \_\_\_\_\_

Time: \_\_\_\_\_