



# 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

**April 13, 2016**

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 April 8, 2016.

2 Moment of Silent Meditation

3 Salute to the Flag

4 Roll Call

Ms. Amy Austin  
Mr. Keith Austin, Vice President  
Mrs. Laurie Beck  
Ms. Nancy Brett, President  
Mr. John Kay  
Mr. John Quigg  
Mr. Mark Russell  
Mr. Nicolas Sarracino  
Mr. Scott Warnock, Riverton Representative  
Mrs. Mary Wolbert, Beverly Representative  
Mr. Giovanni Gravano, Student Representative

5 Presentations

5.01 Students of the Month

6 Reports

- 6.01 Superintendent
  - 6.01a Administrator Reports
  - 6.01b Superintendent's Report
- 6.02 Board Committees
  - 6.02a Policy & Curriculum
  - 6.02b Finance & Physical Plant
  - 6.02c Human Resources & Negotiation
- 6.03 Sending District Reports
  - 6.03a Beverly
  - 6.03b Riverton
- 6.04 Student Representative
- 6.05 PTA
- 6.06 Borough Liaison

## 7 Correspondence

## 8 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.

## 9 Routine Business

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

9.01a +Enrollment Report for March 2016

9.01b +Fire/Safety/Bus Drills for March 2016

9.01c +Health Report for March 2016

9.01d +HIB Report for March 2016

9.01e +Violence, Vandalism & Substance Abuse Report for March 2016

9.01f Volunteer:

Howard Norcross – Volunteer Hall Monitor for the remainder of the 2015/2016 school year beginning 4/11/16

9.01g Substitutes:

Anne Nixon	After School Staff	\$8.50/hr.
David Rakoski	Teacher	\$70.00/day

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

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

9.02a +Check Register for March 2016 representing hand and machine checks totaling \$1,987,698.67.

9.02b +Board Secretary's Report for February 2016 and the Treasurer's Report for February 2016 which have been found to be in agreement.

- 9.02c +Transfer Report for February 2016
- 9.02d +Cafeteria Report for March 2016
- 9.02e +Minutes of Regular Meeting on March 9, 2016
- 9.01f Student Placement:  
-Student #7067292990 to attend Hampton Academy for the remainder of the 2015/2016 school year at a tuition rate of \$46,868.40 pro-rated, effective 3/21/16.
- 9.02g Travel and Professional Development:
- | <u>Staff Member</u> | <u>Name/Date of Workshop</u>   | <u>Cost</u> | <u>Location</u> |
|---------------------|--|-------------|-----------------|
| Steve Graff         | Making the Best Use of Guided Reading to Help Achieve Standards For Reading, 5/10/16 | \$239.00    | Voorhees, NJ    |
- 9.02h Donations:
- Accept a donation of 5 chrome books from DonorsChoose.org as part of a project titled, "Bridging the Arts and Technology: Chromebook Challenge" made by Mrs. Deborah Falcone, teacher at Charles Street School. Mrs. Falcone will submit photos of the chrome books being used and thank you notes upon receipt of the items.
  - Accept an Environmental Education Grant from SCA Americas made by Mr. Alan Springle, teacher at Palmyra High School. This grant will support the building of a Solar Hydroponics Greenhouse on school grounds.

### Roll Call Vote Full Board

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

10 Old Business - None

11 Personnel

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

11.01a Request to Enroll in Graduate Course and Apply for Tuition Reimbursement:

<u>Staff Member</u>	<u>Course/Dates/University</u>	<u>Reimbursement Cost</u>
Ken Miller	Counseling & Advocacy with Diverse Populations COUN5336/4/11/16 to 6/17/16/Capella Univ.	per PEA/BOE Agreement
*Diane Torres	ACC 116.500 Computerized Accounting & SOC 101-171 Principles of Sociology/Rowan College at Burlington County	\$838.00

11.01b Accept the following students from Rutgers Camden for a Fall 2016 Practicum from 9/12/16 through 12/16/16:

<u>Student</u>	<u>Cooperating Teacher</u>
Christopher Gravante	John Geisel
Kevin Lynch	Eric Mehler
Glenn Reyes	Lorita Foster

**Roll Call Vote Full Board**

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

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

- 11.02a Accept the following student from Rowan University for a Fall 2016 Practicum from 9/2/16 through 12/20/16:

<u>Student</u>	<u>Cooperating Teacher</u>
Dana Shetter	Michele Mills

- 11.02b Approve an unpaid leave of absence on April 25-26, 2016 for Mrs. Lisa Childs, Teacher Assistant.

**Roll Call Vote Palmyra Board**

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

12 Business, Finance and Operations

12.01 Certification

Pursuant to NJAC 6:20-2.13(e), we certify that as of February 29, 2016, 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: \_\_\_\_\_

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

- 12.02a Xtel Communications Inc. be approved to provide internet and phone services as required for the 2016/2017 school year at \$4,722.50/mo. and in accordance with the terms and conditions of the contract on file in the Board Office.

- 12.02b That the Palmyra Board of Education does not require private schools to apply for and receive funding from the Child Nutrition Program for the 2016/2017 school year; and that the Palmyra Board of Education does not require private schools to charge students for reduced and/or paid meals during the 2016/2017 school year.

**Roll Call Vote Full Board**

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

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

That the 2016/2017 budget as presented in the budget documents and approved by the Executive County Superintendent is approved;

	BUDGET	LOCAL TAX LEVY
General Fund	\$15,907,872	\$8,806,464
Special Revenue Fund	\$ 511,179	\$ 0
Debt Service Fund	<u>\$ 1,285,005</u>	<u>\$1,094,439</u>
Total	\$17,591,461	\$9,900,903

BE IT FURTHER RESOLVED that a public hearing be held on April 27, 2016 at 7:00 p.m. in the Delaware Avenue School All Purpose room for the purpose of conducting a public hearing on the 2016/2017 budget.

### Roll Call Vote Full Board

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

### 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 +Approve the following Policies/Regulations:
- P 4216 Dress and Grooming (second reading-adoption)
  - P 0167 Public Participation in Board Meetings (revised)
  - P 0168 Recording Board Meetings (revised)
  - P 2422 Health & Physical Education (revised)
  - P 5111 Eligibility of Resident/Nonresident Students (revised)
  - P 5310 Health Services (revised)
  - P 5330.01 Administration of Medical Marijuana (**new**-first reading)
  - P 5460 High School Graduation (revised)
  - P 8462 Reporting Potentially Missing or Abused Children (revised)
  - P 8550 Outstanding Food Service Charges (revised)
  - \*R 2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (revised)
  - R 5111 Eligibility of Resident/Nonresident Students (revised)
  - R 5310 Health Services (revised)
  - R 5330.01 Administration of Marijuana (**new**-first reading)
  - R 8462 Reporting Potentially Missing or Abused Children (revised)

### 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 Participation in the Sustainable Jersey for Schools Certification Program

**Whereas**—The Palmyra Board of Education (or Board of Trustees) seeks to participate in *Sustainable Jersey for Schools* to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

**Whereas**—The Palmyra Board of Education and District Superintendent seek to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

**Whereas**—Extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

**Whereas**—Many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.;

**Whereas**—Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

**Whereas**—The Palmyra Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as “Green Team”), based on the guidance of *Sustainable Jersey for Schools*. (See the “Create A Green Team” action. Your district “Green Team” can be designated from a pre-existing group within the district if desired.).

**Whereas**—Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

**Whereas**—The Palmyra Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

**Therefore, it is resolved** that the Palmyra Board of Education agrees to participate in *Sustainable Jersey for Schools*, and it is the board’s intention to pursue certification for schools in the district.

**We hereby appoint** Mr. Brian McBride, Superintendent of the Palmyra School District, to be the district’s liaison to Sustainable Jersey for Schools.

**We do hereby recognize** the Palmyra Public School(s), Charles Street School, Delaware Avenue School, and Palmyra High School as the agent(s) to carry out our commitment to building a sustainable school district through the implementation of *Sustainable Jersey for Schools* actions.

**We agree to** complete district actions and to support the district’s schools in completing their actions.

13.02b Approve the following field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
4/22/16	Cinnaminson High School	Gr. 12/Mr. Dreby
5/11/16	Malaga Spanish Restaurant	Gr. 10-12/Spanish NHS/Mrs. Salvo

*5/4/16	La Cita Mexican Restaurant	Spanish I & II/Ms. Vaca
5/24/16	Arm & Hamour Park	Marching Band/Mr. Moore

- 13.02c Approve the following fundraising activities:
- Tennis Club (Frank Hiller) will hold its 2<sup>nd</sup> Annual Serve-Thon on 5/26/16 at Legion Field
  - Marching Band (Jeff Moore) to sell fundraising cards from 4/4 to 4/15/16 to Rita's water ice and have a Spirit Night on 4/19/16 at the Cinnaminson location
  - Autism Speaks Charity Walk on 5/15/16
  - PEA (Danielle Willard) to hold a dress down day for PHS staff on 4/15/16 and (Kristen Adamczyk) a dress down day for staff on 4/22/16 at CSS
  - Student Council (Kim Martino/Kelly Gallagher)
    - Host Mr. PHS on 5/2 in the high school auditorium to raise money for Leadership Training Camp (change in date from 5/11)
    - Powder Puff Football on 4/20/16 to support Leadership Training Camp
    - Staff Dress Down Day on 4/29/16 for Leadership Training Camp and sending an officer to Nationals
- 13.02d Approve the following student activities:
- Assist Victoria Nunez and Cadette Girl Scout Troop 24101 in achieving their Silver Award by placing collection boxes in Palmyra High School for donations of baby supplies for homeless pregnant mothers and their babies who reside at the Good Council Home in Riverside, NJ.
  - Baseball Team to play at Trenton Thunder Stadium Arm & Hamour Park on 4/15/16 at 3:45 p.m. against Pennsauken Tech under the guidance of Mr. Licata and Mr. Matt Papenberg at no cost to the district. Transportation to be provided by the Palmyra School District.

### Roll Call Vote Full Board

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

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

- 13.03a Approve the following field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
4/29/16	Paws Nature Farm	Preschool/Mrs. Pogoda
5/18/16	Trenton Thunder	Baseball Club Gr. 5-6/Mr. Devlin
5/27/16	Discovery Museum	Gr. 1/Ms. Mullan, Ms. Quinn, Ms. Hoffecker, Ms. Stagliano
6/10/16	Indian King Tavern Museum/ Challenge Grove Park	Gr. 5/Mrs. Allen

### Roll Call Vote Palmyra Board

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

### 14 Public Forum for Additional Topics

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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.

14.01 Recognition of members of the Public

14.02 Recognition of members of the Board

15 Adjournment

**Voice Vote by Full Board**

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

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

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

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