



PALMYRA BOARD OF EDUCATION

PALMYRA, N.J. 08065

Brian J. McBride
Superintendent of Schools

Administrative Office
301 Delaware Avenue
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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

September 14, 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 September 9, 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. Sean Toner
Riverton Representative
Mrs. Mary Wolbert, Beverly Representative
Ms. Rebecca Lake, Student Representative

5 Reports

5.01 Superintendent
5.01a Administrator Reports

- 5.01b Superintendent's Report
- 5.02 Board Committees
 - 5.02a Policy & Curriculum
 - 5.02b Finance & Physical Plant
 - 5.02c Human Resources & Negotiation
- 5.03 Sending District Reports
 - 5.03a Beverly
 - 5.03b Riverton
- 5.04 Student Representative
- 5.05 PTA
- 5.06 Borough Liaison

6 Correspondence

7 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.

8 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:

- 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.

BE IT FURTHER RESOLVED that the afore stated meeting shall be closed to the public for the reasons set forth above, in accordance with the OPEN PUBLIC MEETINGS ACT and 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. Upon its return from closed session, the Board may take action.

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

9 Return from Closed Session

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

10 Routine Business

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

10.01a Substitute:
Stephen Villari Teacher \$70.00/day

10.01b *Volunteer pending criminal history review:
Cielo Nuestro (Marching Band, Girls/Boys Tennis)

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

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

10.02a +Check Registers:
June 2016 representing hand and machine checks totaling \$2,046,554.28;
July 2016 representing hand and machine checks totaling \$1,141,165.11;
August 2016 representing hand and machine checks totaling \$827,424.95

10.02b +Board Secretary's Report for May, June, July 2016 and the Treasurer's Report for
May, June, July 2016 which have been found to be in agreement.

10.02c +Transfer Reports for June, July, August 2016

10.02d +Cafeteria Reports for June, July, August 2016

10.02e +Minutes of Regular Meeting on August 10, 2016

10.02f Student Placement:
Student #6965833864 to attend B. Bernice Young Elementary School in Burlington
Township for the 2016/2017 school at a tuition rate of \$38,000 effective 9/6/16.

10.02g Professional Development:

| <u>Staff Member</u> | <u>Name/Date of Workshop/Travel</u> | <u>Location</u> |
|---------------------|--|-----------------|
| Jennifer Allen | Masonic Model Student Assistance Program | Burlington, NJ |
| Jenna Mackey | Masonic Model Student Assistance Program | Burlington, NJ |
| Jessica Mullan | Masonic Model Student Assistance Program | Burlington, NJ |

- 10.02h Approve Professional Development travel for the following staff/Board Member(s) to attend the NJSBA 2016 Workshop & Exhibition in Atlantic City, New Jersey from 25 October 2016 through 27 October 2016 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 schools use their limited resources more efficiently, ways school districts can become environmentally and financially sustainable, and strategies on becoming more effective school leaders.

Board Members:

Amy Austin
 Keith Austin
 Laurie Beck
 Nancy Brett
 John Kay
 John Quigg
 Mark Russell
 Nicolas Sarracino
 Sean Toner
 Brian McBride, Superintendent

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

Roll Call Vote by Full Board

Motion: _____ Second: _____

11 Old Business - None

12 Personnel

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

12.01a *Mr. Todd D. Reitzel be appointed School Business Administrator/Board Secretary for the 2016/2017 school year at a salary of \$102,000 pro-rated, effective upon release from his current school district.

Roll Call Vote Full Board

Motion: _____ Second: _____

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

12.02a Approve an extended medical leave for employee #66809724 through September 30, 2016.

12.02b Appoint Mr. Christopher Adams as a Technology Specialist for the 2016/2017 school year, pending criminal history review, at a salary of \$38,000 pro-rated effective 9/1/2016.

12.02c Appoint Mr. Michael C. Massi as a Custodian for the 2016/2017 school year at a salary of

\$24,960.00 pro-rated, pending criminal history review, effective 9/16/2016.

Roll Call Vote Full Board

Motion: _____ Second: _____

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

12.03a Appoint Mrs. Meredith Tenety-McGrath as the Guidance Secretary for the 2016/2017 school year at a salary of \$29,854 pro-rated (Step 8), effective 9/1/2016.

| | | |
|--------|--|-----------------------|
| 12.03b | Approve the following novice teacher mentor: | |
| | <u>Staff Member</u> | <u>Assignment</u> |
| | Maria Keefe | Middle School Science |
| | | <u>Mentor</u> |
| | | Karen DeCesare |

12.03c *Approve staffing for the 3-7 program:

1) Teachers - \$30.00/hr. as per the PEA Agreement:

| | | |
|------------------|---------------|-------------------|
| Sabrina Bonner | Frank Hiller | Joe Rosato |
| Katie DeMarco | Dan Licata | Lauren Schmidt |
| Elizabeth Follis | Kim Martino | Melanie Sharkey |
| Lorita Foster | Devon Murtagh | Jennifer VanZandt |

2) Administrators - \$55.00/hr. as per the PAA Agreement:

Ken Holloway
Christopher Tracey
Mark Pease

Roll Call Vote Full Board

Motion: _____ Second: _____

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

12.04a *Rescind the appointment of Ms. Christa Ruppert as a long term teacher replacement for grade 2 from 10/17 to 12/23/16.

12.04b Approve the following novice teacher mentors:

| | | |
|----------------------|-------------------------------|-----------------|
| <u>Staff Member</u> | <u>Assignment</u> | <u>Mentor</u> |
| Ms. Rileigh Ruff | gr. 4 | Melanie Gerner |
| Ms. Rachel Odgers | gr. 6 | Linda Plym |
| Ms. Stephanie Barron | long term teacher replacement | Karla O'Connell |
| | gr. 6 from 9/26 to 12/16/16 | |
| Ms. Kimberly Shinn | long term teacher replacement | Deborah Falcone |
| | gr. 4 from 9/1/16 to 2/3/17 | |
| | (revised dates) | |

12.04c Approve the revised request for a leave of absence from employee #76785609 as follows:

- Paid leave of absence from 9/1/16 through 10/28/16;
- Unpaid leave from 10/31/16 through 2/3/2017

12.04d +Accept the letter of intent to retire from Ms. Linda Tool, paraprofessional aide, effective 1/1/2017.

- 12.04e Appoint the following part time paraprofessional aides at a salary of \$10,725 pro-rated, pending criminal history review: Crystal Clement, Christina Sanders
- 12.04f Appoint the following students as teacher assistants in the After School Program for the 2016/2017 school year:
Kai M. Jendrzewski @ \$8.50/hr.
Ashley M. Maniscalco @ \$8.50/hr.

Roll Call Vote Palmyra Board

Motion: _____ Second: _____

13 Business, Finance and Operations

13.01 Certification

Pursuant to NJAC 6:20-2.13(e), we certify that as of July 31, 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: _____

14. Policy & Curriculum

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

- 14.01a +Adopt the following Policies/Regulations:

P 7481 Unmanned Aircraft Systems (UAS also known as Drones) (2nd reading)
P 8454 Management of Pediculosis (2nd reading)

- 14.01b Enter into a Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) for the 2016/2017 school year.

- 14.01c +Approve the 2016/2017 District Nursing Services Plan

Roll Call Vote Full Board

Motion: _____ Second: _____

- 14.02 BE IT RESOLVED that the following Policy and Curriculum actions are hereby approved as recommended by the Superintendent:

- 14.02a Approve the following professionals to provide services for psychiatric evaluations for the 2016/2017 school year:
Dr. James Hewitt - \$525.00 per evaluation
Dr. Edward Tobe - \$250.00 per evaluation

- 14.02b Approve the following professional to provide services for neurological, neuropsychiatric or psychiatric evaluations for the 2016/2017 school year:
Dr. Mark Mintz - \$600.00 per evaluation
- 14.02c Approval to use Brett DiNovi & Assoc., L.L.C. for the 2016/2017 school year for the following:
Behavioral Consultant: Initial evaluation fee - \$120.00 per hour
Behavioral Consultant: Follow-up consultation fee - \$105.00 per hour

Roll Call Vote Full Board

Motion: _____ Second: _____

- 14.03 BE IT RESOLVED that the following Policy and Curriculum actions are hereby approved as recommended by the Superintendent:

- 14.03a Approve the following fundraising activities:
- PEA (Ken Miller and Katie Salvo)
Charity drive to raise money for the flood victims in Baton Rouge, Louisiana. The PEA will collect donations throughout the week of 9/19/16-9/23/16. The PEA will then have a \$5 dress down day on 9/23/16.
 - German Club (Katie DeMarco)
Sell cowbells with a panther paw on them at sporting events throughout the fall. The cost will be \$3 per bell. The money raised will go toward the student trip to Germany in 2017.
 - Athletic Department (Mike Papenberg)
Sell old soccer uniforms instead of throwing them away. The jerseys will be sold for \$5 and the shorts will be sold for \$3. The uniforms will be sold during the soccer season from 9/15/16-11/16/16. The money raised will go toward purchasing new flags for the stadium.
 - Disney Trip of 2020 (Eric Mehler)
Sell popcorn at PHS from 9/30/16-11/4/16. Money raised through the fundraiser will go toward offsetting the cost of the 2020 trip.

Roll Call Vote Full Board

Motion: _____ Second: _____

15 Public Forum for Additional Topics

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15.01 Recognition of members of the Public

15.02 Recognition of members of the Board

16 Closed Session

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Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

17 **Return from Closed Session**

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

18 **Adjournment**

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

Time: _____