



PALMYRA BOARD OF EDUCATION

PALMYRA, N.J. 08065

Brian J. McBride
Superintendent of Schools

Administrative Office
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Todd D. Reitzel, MBA
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

October 12, 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 October 7, 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 Presentation

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. Correspondence8. 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 September 2016
 - 9.01b +Health Report for September 2016
 - 9.01c +HIB Report for September 2016
 - 9.01d +Violence, Vandalism & Substance Abuse Report for September 2016
 - 9.01e +Fire/Safety Drills for September 2016
 - 9.01f Volunteers: Kylie Zeyher (pending criminal history review),
Maria Brenner, Sarah Bilkins, Jessica Chando, Dana Freels, Carlie Hammond,
Patricia Heeter, Thomas Heeter, Maureen Hines, Lisa Kelly, Jennifer Mossgrove,
Renay Montgomery, Susan Schneider, Renae Warren, Rachel Weicker, Wendi
Wence
 - 9.01g Substitute: Dorothy Kraemer, custodian (pending criminal history review)

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

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

- 9.02a +Check Registers:
September 2016 representing hand and machine checks totaling \$583,058.64.
- 9.02b +Board Secretary's Report for August 2016 and the Treasurer's Report for August 2016
which have been found to be in agreement.

- 9.02c +Transfer Report for September 2016
- 9.02d +Cafeteria Report for September 2016
- 9.02e +Minutes of Regular Meeting on September 14, 2016
- 9.02f Professional Development:
- | <u>Staff Member</u> | <u>Name/Date of Workshop/Travel</u> | <u>Location</u> | <u>Cost</u> |
|---------------------|---|-----------------|-------------|
| Tracy Sokolowski | Restorative Discipline Practices: Behavior, Strengthen Learning/ 10-31-2016 | Voorhees, NJ | \$245 |
| Danielle Willard | Restorative Discipline Practices: Behavior, Strengthen Learning/ 10-31-2016 | Voorhees, NJ | \$245 |

Roll Call Vote by 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 Appoint Mr. Todd D. Reitzel as the Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.
- 11.01b Appoint Mr. Todd D. Reitzel as the Board Secretary, Agency Compliance Officer, Custodian of School Records, School Alliance Insurance Commissioner for the 2016/2017 school year.
- 11.01c Approve Mr. William Blatchley as the Mentor for Mr. Todd D. Reitzel at the stipend total cost of \$2,000 to be paid in accordance with the School Business Administrator Mentor Agreement.
- 11.01d Approve the following staff members as the New Jersey Network to Close the Achievement Gap Team: Brian McBride (Superintendent), Mark Pease (CSS Principal), Ken Holloway (PHS Principal), Stacy Saia (Supervisor of Curriculum & Instruction), Lianne Kane (CST Supervisor), Melanie Gerner (CSS Teacher), Catherine Blatchley (CSS Teacher), Jennifer VanZandt (PHS Teacher), and Thomas Sheel (PHS Teacher).
- The team will attend various in-services and collaborative meetings based upon the approval to participate that was granted on June 8, 2016 in efforts to support Goal #1 (Student Achievement) of the 2016-2021 Strategic Plan.
- 11.01e Approve the letter of intent to retire from Ms. Jeanne Barber effective December 1, 2016.
- 11.01f Approve an extended medical leave for employee #66809724 through November 31, 2016.

- 11.01g Approve an extended medical leave for employee # 67453670 through March 10, 2017 (estimated date).

Roll Call Vote Full Board

Motion: _____ Second: _____

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

- 11.02a Request to Enroll in Graduate Course and Apply for Tuition Reimbursement:
- | <u>Staff Member</u> | <u>Course/Dates/University</u> | <u>Reimbursement Cost</u> |
|---------------------|---|------------------------------|
| Lauren Schmidt | ELMP7776XMV-Curriculum Design & Engineering/1/15/17 to 4/22/17/Seton Hall | per the negotiated agreement |
- (course previously approved 8/10/16; dates reflect a change from fall to spring semester)

Lauren Quinn	EDAM27600 2C-Practicum/ Seminar in Administration/ Supervision I/9/16 to 12/20/16/ Rowan Univeristy	per the negotiated agreement
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- 11.02b Approve the following extra stipend:
- Matt Dyl – additional non-instructional academic period (\$3,000) as per the 2016/2017 collective bargaining agreement.

- 11.02c Accept the following extracurricular resignations:
- | | |
|--------------------|-------------------------------|
| Mr. Matt Thomas | Assistant Wrestling Coach |
| Mr. William Devlin | Intramural Baseball Advisor |
| Mr. William Devlin | Intramural Basketball Advisor |

- 11.02d Approve the following extracurricular appointments:
- | <u>Staff Member</u> | <u>Activity</u> | <u>Rate</u> |
|----------------------|-------------------------------|-------------|
| Mr. Douglas Straeter | Intramural Baseball Advisor | \$475 |
| Mr. Douglas Straeter | Intramural Basketball Advisor | \$475 |

- 11.02e Approval for Mr. Joshua Borrelli, a student at Rowan University, to do his student clinical practice from 1/18/17 to 5/8/17 under the guidance of Mr. Miller.

Roll Call Vote Full Board

Motion: _____ Second: _____

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

- 11.03a Approval for Ms. Rebecca Karr, a student at Rutgers University, to do her student practicum from 1/2/17 to 1/12/17 under the guidance of Mrs. Mills.

- 11.03b Appoint Ms. Catherine Anderson as a long term teacher replacement for grade 2 from 10/17 to 12/23/16 at a salary of \$55,269 pro-rated (MA, Step 1).

- 11.03c Approve the following staff for the After School Program for the 2016/2017 school year:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Anissa A. Kara	Substitute Student Counselor	\$8.50/hr.
Justin Soto	Substitute Student Counselor	\$8.50/hr.
Ciahna Gordon	Substitute Student Counselor	\$8.50/hr.
Simone Goodner	Substitute Student Counselor	\$8.50/hr.
Paul R. Schmidheiser	Substitute Student Counselor	\$8.50/hr.
Lee Hacker (pending Criminal History Review)	Adult Counselor	\$9.25/hr.
Jesse Anderson	Adult Counselor	\$9.25/hr.

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 August 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: _____

13 Policy & 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 2016/2017 QSAC Statement of Assurance.

13.01b +Approve the Palmyra School District Health Plan for 2016/2017.

13.01c +Approve the Agreement Between the Palmyra School District and Rowan College at Burlington County to offer the College Acceleration Program during the 2016/2017 school year.

13.01d +Approve the 2016/2017 Corrective Action Plan for Absenteeism/ Chronic Absenteeism.

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 Approve homebound instruction for student #8379068616, effective immediately.

13.02b Approve homebound instruction for student #11350082, effective immediately

- 13.02c Approval to use the professional services of Dr. Barbara Leech, Neuropsychologist, as needed for neuropsychological testing during the 2016/2017 school year at a cost of \$1,800.00 per evaluation.
- 13.02d Approval to apply for the BASF science education grant for the 2016/2017 school year in the amount of \$5,000.
- 13.02e Approve the following student activities and fundraising:
- Spanish National Honor Society (Katie Salvo):
 - Taco Sales (Nov. 21, Nov. 22) (Feb. 15, Feb. 16) after school in the cafeteria
 - Bake Sales one Monday each month after school
 - Craft Fair- sell cookies - Dec. 3, 2016
 - Dress Down on October 14, November 11, and December 16 to support the USO for the Operation Stocking Stuffer
 - USO Operation Stocking Stuffer (Nov. 7-30, 2016) Collect items to send to the troops abroad for the holidays
 - German Club (Katie DeMarco):
 - Host a dine and donate at The Jersey Diner on 10/11/16 with 15% of the proceeds going to the German Club and their trip to Germany.
 - Cheerleaders (Rachel Odgers and Elizabeth Follis):
 - Hold a Chipotle night at Chipotle Moorestown on 10/28/16 to raise money for the cheerleading team to buy new warm ups and t-shirts. Chipotle will donate a portion of the proceeds to the PHS cheerleaders.
 - Hold a Chipotle night at Chipotle Moorestown on 11/7/16 to raise money for bows, pom-poms, warm ups, etc.
 - PHS & CSS staff dress down day on 11/18. Money raised would go towards purchasing new warm ups for the cheerleaders.
 - Class of 2018 (Alex Torrance):
 - Staff dress down day 10/14/16 (\$5.00)
 - Bake sales on the second and fourth Wednesday of each month starting 10/26/16
 - Football Booster:
 - Sell hot dogs, pretzels, candy at home football games on 9/16, 9/23, 10/14, 11/11 and 11/24. Proceeds to be used for pre-game meals.
 - Student Council (Kim Martino and Kelly Jones):
 - Magazine Sale from 10/10 to 10/14 to raise funds for LTC and homecoming expenses;
 - Staff dress down day on 12/9 to raise money for LTC and student council expenses;
 - Annual blood drive on 2/10 or 2/24 in the PHS gymnasium;
 - Sell Chik-fil-a sandwiches and milkshakes to raise money for LTC and state charities from 10/15 through the end of the year;
 - Penny Wars from 11/17-11/24 to raise money for state charities and LTC;
 - Sell "student council" t-shirts from 10/15 to 11/15 to raise money for LTC and state charities;
 - Sell foam fingers, pennants and t-shirts at the homecoming football game to raise money for LTC;
 - Hold the Homecoming Dance on 11/23/16. Money raised would help cover expenses of the dance, including the DJ and food;
 - Hold a jingle bell sale from 12/12 to 12/22 to raise money for student council expenses and LTC.
 - Soccer Booster:
 - Sell flags and scarves at home athletic events to raise money for the team banquet and end of year awards.
 - PHSEE:

- Sell concessions at the home boys' and girls' soccer games for the remainder of the season to raise money to benefit PHSEE and the students of Palmyra High School.
- Football Frenzy sales at the Koffee Klatch on Thursday, 11/24/16.

13.02f	Approve the following field trips:		
	<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
	10/27/16	Riverwinds Community Center, West Deptford	Gr. 12/Ms. Schmidt
	11/17/16, 1/31/17	Cooper Trauma	Gr. 9-12/Mrs. Birch
	11/29/16	Haverford High School	Gr. 9-12/Mrs. Salvo
	1/27/17	Rutgers Univ. Institute Of Marine & Coastal Sciences in New Brunswick	Gr. 10/Mr. Knazek

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>
	10/27/16	Indian Acres Tree Farm	K/Mrs. Holcomb
	11/8/16	Phila. Zoo	Gr. 3/Ms. Cancglin, Mrs. McCann, Mrs. Milewski, Mrs. O'Connell, Mr. Adams, Ms. Richardson

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

- 13.03b Approve the following student activities:
- Anti-Bullying assembly on 10/26/16, entitled "*Justice Rescue*"
 - Reading and book signing by author, Alysson Foti Bourque, on 10/21/16

Roll Call Vote Palmyra Board

Motion: _____ Second: _____

14 Public Forum for Additional Topics

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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: _____