



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

December 14, 2016

Meeting Held at Palmyra High School

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 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
Mr. Jeffrey Elliot, Riverton Representative
Mrs. Mary Wolbert, Beverly Representative
Ms. Rebecca Lake, Student Representative

5 Presentations

- 5.01 Students of the Month
- 5.02 Fall Student Recognition

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
- 7.03 Sending District Reports
 - 6.03a Beverly
 - 6.03b Riverton
- 6.04 Student Representative
- 6.05 PTA
- 6.06 Borough Liaison

7 Correspondence - None

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 November 2016
 - 9.01b +Health Report for November 2016
 - 9.01c +HIB Report for November 2016
 - 9.01d +Violence, Vandalism & Substance Abuse Report for November 2016
 - 9.01e +Fire/Safety Drills for November 2016
 - 9.01f Substitutes: Margaret Liebe, Teacher, \$70.00 per diem
Erik Saunders, Teacher, \$82.50 per diem
Stephanie Barron, Teacher, \$82.50 per diem
 - 9.01g Volunteers: Michelle McCann, Winifred Koch;
Linda DeMarco, Joe DeMarco, Joanne Groff as field trip chaperones

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 Register for November 2016 representing hand and machine checks totaling \$458,409.71

- 9.02b +Board Secretary's Report for October 2016 and the Treasurer's Report for October 2016 which have been found to be in agreement.
- 9.02c +Cafeteria Reports for October and November 2016
- 9.02d Transfer Report for November 2016
- 9.02e +Minutes of Regular Meeting and Executive Session of November 9, 2016
- 9.02f Professional Development:
- | <u>Staff Member</u> | <u>Name/Date of Workshop/Travel</u> | <u>Location</u> | <u>Cost</u> |
|---------------------|---|-------------------|-------------|
| Rob Reimer | Techspo 2017 Conference, 1/26-1/27 | Atlantic City, NJ | \$569.00 |
| Chris Adams | Techspo 2017 Conference, 1/26-1/27 | Atlantic City, NJ | \$569.00 |
| Dave Ritchie | Techspo 2017 Conference, 1/26-1/27 | Atlantic City, NJ | \$569.00 |
| Brian McBride | Techspo 2017 Conference, 1/26-1/27 | Atlantic City, NJ | \$569.00 |
| Elizabeth Follis | Best Practices in Co-Teaching:
Effective Strategies and Realistic
Solutions for Inclusive Classrooms,
2/2/17 | Cherry Hill, NJ | \$247.28 |
| Sabrina Bonner | Best Practices in Co-Teaching:
Effective Strategies and Realistic
Solutions for Inclusive Classrooms,
2/2/17 | Cherry Hill, NJ | \$246.16 |

Roll Call Vote by Full Board

Motion: _____ Second: _____

10 Old Business

11 Personnel

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

- 11.01a Approval to create a stipend of \$13,122 pro-rated for Lead Custodian for the second shift for the period of 12/1/16 through 6/30/17. Upon satisfactory year-end review, said stipend may become part of the employees' permanent salary for the 2017/2018 school year.
- 11.01b Appoint Ms. Danijela Graovac as the Lead Custodian for the second shift, effective 12/1/16.
- 11.01c Appoint Mrs. Lianne Kane as the Homeless Liaison for the remainder of the 2016/2017 school year.
- 11.01d Appoint Mrs. Christine Costello as an Administrative Assistant for Registration, Transportation and Accounts Receivable effective 1/1/17 at a salary of \$38,750 pro-rated.
- 11.01e +Appoint Mr. Herman J. Mosteller, Jr. as a custodian for the Palmyra School District at a salary of \$24,960 pro-rated pending completion of criminal history review.

- 11.01f Approval for Sasha Refinski, a student at Rowan University, to do her student clinical practice from 1/18/17 to 5/8/17 under the guidance of Mr. Miller (in lieu of placement for Joshua Borrelli, which was board approved on 10/12/16).
- 11.01g Request to Enroll in College Course and Apply for Tuition Reimbursement:
- | <u>Staff Member</u> | <u>Course/Dates/University</u> | <u>Reimbursement Cost</u> |
|---------------------|--|---------------------------------|
| Lianne Kane | EDL550 School Law/1-2-17
To 3-26-17/Thomas Edison Univ. | as per the negotiated agreement |
| Lianne Kane | EDL680 Budget Forecasting &
Fiscal Planning/1-3-17 to 3-26-17/
Thomas Edison Univ. | as per the negotiated agreement |
- 11.01h Approval to use the professional services of Dr. Carol Eggerding, developmental pediatrician, for neurological testing at the cost of \$350.00 per evaluation for the 2016/2017 school year.
- 11.01i *Approval to withhold the increment for employee #76892967 for the 2017/2018 school year school year and to freeze the salary for the 2017/2018 school year at the 2016/2017 rate.

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 Appoint Ms. Stacy Saia as After School Care Academic Planner for the 2016/2017 school year at a stipend of \$2,000, effective 12/15/2016.
- 11.02b Appoint Ms. Devon Murtagh and Ms. Kristin Tyler as the After School Care Academic Coordinators for the duration of the 2016/2017 Core Learning Program at an hourly rate of \$32.50 for all hours worked, not to exceed a total of \$5,100.
- 11.02c Approve the following After School Academic Staff appointments at a rate of \$32.50 per hour for the period of 1/9/17 through 3/24/17 in accordance with program requirements:

CJ Blatchley	Elizabeth Follis	Kristen Marrazzo
Amanda Milewski	Karla O'Connell	Stacy Pogoda
Stephanie Cancglin	Jamie Patchel	Lauren Quinn
Barbara Vieira	Agatha Williams	Joseph Rosato

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 Approve an unpaid leave for employee #67190041 on 12/22 and 12/23/16.
- 11.03b Approve unpaid leave for employee #67667857 from 12/19 to 12/23/16.

- 11.03c Approve Ms. Jessica Mullan as the Advisor for the Public Relations Club at a stipend of \$475.00 pro-rated for the time period of 9/1/16 through 1/27/17.
- 11.03d *Approve employee #76635952's request to extend her paid leave of absence through 2/10/17.

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 October 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: _____

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

- 12.02a Accept the 2015/2016 audit as presented and discussed. A copy of the audit summary has been made available to the public and for distribution.
No audit recommendations were presented, and therefore, no corrective action plan needs to be implemented.
- 12.02b Approve and submit to the Burlington County Office of Education the following for the 2016/2017 school year:
- Comprehensive Maintenance Plan (CMP) and
 - Annual Maintenance Budget Worksheet (M-1 Report)
- 12.02c Approve the Palmyra Board of Education Budget Calendar for the 2017/2018 school year.
- 12.02d Approve the appointment of Marex Spectron, of 360 Madison Avenue, New York, NY, as broker of record to sell Solar Renewable Energy Credits (SRECS) for the Palmyra Board of Education.
- 12.02e *Approve the appointment of the School Business Administrator as custodian for the Solar Renewable Energy Credits (SRECS) of the District, with permission to sell 238 SRECS from multiple solar years. Sale will take place when their value can be maximized, based on market volatility.
- 12.02f Approve the appointment of Phifer Financial Services as a vendor for employee disability insurance and related benefits through Colonial Life Insurance Company.
- 12.02g Approve the issuance of a Request for Proposal (RFP) for banking services for the 2017/2018 school year.

- 12.02h Approve the disposition of obsolete equipment of the Palmyra Board of Education, as listed, with no organizational value. Any funds received from disposition will be returned to the General Fund.
- 12.02i Approve the acceptance of Bequest from the Estate of James Mitchell to Palmyra High School in the amount of \$20,000.

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 homebound instruction in accordance with Policies 2412 and 2481:
- Student #3413918229 from 11/22 to 11/30/2016 by Ms. Devon Murtagh
- 13.01b Approve the following dates for SAT Prep Classes, Math and English:
- 2/13/17 – 3/10/17
 - 4/3/17 – 5/5/17
- 13.01c Approve the following student activities:
- participation in the “Great Kindness Challenge” during the week of 1/23/17, joining forces in Olweus and the Renaissance Program to promote a positive school atmosphere
 - hold an assembly for Black History Month entitled “Fly! Bessie! Fly!” in the high school auditorium on 2/8/17 from 11-12 noon for juniors and seniors as well as Burlington County Senior Citizens
 - NJEA Classroom Up Close endeavor by PEA and PHSFEE to spotlight a PHS classroom on February 21, 2017
 - NJNCAG Middle and High School Leadership Institute on 1/5/17. Chaperones for this activity are Tony Gore, Terry Wallace and Christina Birch.
 - Military Opportunity Day, spring 2017
- 13.01d Approve the following student fundraising:
- Girls Tennis Team (Frank Hiller)
 - hold their annual Serve-A-Thon at Legion Field Courts on 12/17/16
 - PTA (Kathy Hartman)
 - Indoor soccer snack bar on Jan. 7, 14, 21, 28, Feb. 4, 18, 25, and March 4, 2017
 - Class of 2020 (Eric Mehler)
 - conduct “Ham for the Holidays” whereby \$.25 is collected from students to purchase hams to feed over 300 at St. Francis Inn.
 - Class of 2017 (Laura Masich)
 - hold dress down days on 1/20 and 1/27 to raise money for the senior trip to Disney World (\$5.00 to be collected from staff).
 - Marching Band (Jeff Moore)
 - Save Around Book Sale from 2/1 to 2/28/17
 - Rita’s Spirit Night and Card Sale from 4/4 to 5/26
 - Palmyra Arts Club
 - Pancake Breakfast on 1/22/17 at the Community Center
 - Palmyra High School Wrestling (Jack Geisel)

- PHS wrestling team to sell snacks/concessions in the cafeteria during their home wrestling meets on 12/30, 1/7, 1/14 and 2/4. Money raised will go towards the wrestling program.

13.01e Complete and submit the School-wide Title 1 Grant Designation to the New Jersey Department of Education

13.01f +Approve the following revised Policy and Regulation:

- Regulation 2414 Programs and Services for Students in High Poverty and in High Need School Districts
- Policy 9191 Booster Clubs

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>
3/1/17	Cinnaminson Memorial School for Brain Drain Games	Gr. 4/G&T/Mrs. Falcone

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

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: _____