



# PALMYRA BOARD OF EDUCATION

## PALMYRA, N.J. 08065

Brian J. McBride  
Superintendent of Schools

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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

**April 12, 2017**

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 7, 2017.

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  
Beverly Representative  
Ms. Rebecca Lake, 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 2017
  - 9.01b +Fire/Safety Drills for March 2017
  - 9.01c +Health Report for March 2017
  - 9.01d +HIB Report for March 2017
  - 9.01e +Violence, Vandalism & Substance Abuse Report for March 2017
  - 9.01f Volunteer: Dan Macafee, Paraprofessional Athletic Aide for Softball (pending criminal history clearance)

**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 March 2017 representing hand and machine checks totaling \$660,078.82
- 9.02b Board Secretary's Report for February 2017 and the Treasurer's Report for February 2017 which have been found to be in agreement.
- 9.02c Cafeteria Report for March 2017
- 9.02d Transfer Report for March 2017

9.02e	Professional Development:			
	<u>Staff Member</u>	<u>Name/Date of Workshop/Travel</u>	<u>Location</u>	<u>Cost</u>
	Todd Reitzel	Public School Purchasing Program on 4/12/17	Rutgers, New Brunswick	\$239.00
	Colleen Grose	Facets of Dyslexia on 4/29/17	Voorhees, NJ	\$95.00
	Stephanie Cancglin	Masonic Home Intervention & Referral Services Training 5/16-5/18/17	Burlington, NJ	0
	Rachel Odgers	Masonic Home Intervention & Referral Services Training 5/16-5/18/17	Burlington, NJ	0
	Amanda Ehret	Masonic Home Intervention & Referral Services Training 5/16-5/18/17	Burlington, NJ	0

### 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 Remove Mr. Frank Hiller as the Boys Tennis coach for the 2016/2017 school year effective 3/17/2017.

11.01b Approve Mr. Bill Devlin as a replacement coach for Boys Tennis for the 2016/2017 school year at a stipend of \$4,588 pro-rated, effective 3/20/17.

11.01c Approve the following substitutes:

<u>Name</u>	<u>Position</u>	<u>Rate of Pay</u>
Edgar Wilburn IV	After School Program Aide	\$8.50/hr.
Colin Rockwell	After School Program Aide	\$8.50/hr.

11.01d Approve the Fall 2017 Practicum/Clinical Practice Placement Requests as outlined below:

<u>Student</u>	<u>Staff Member</u>	<u>Dates</u>	<u>College/Univ.</u>
Armani Cruz	Jeff Moore	9/11/17-12/15/17	Rutgers Univ.
Deanna Monaco	Alex Torrance	9/11/17-12/15/17	Rutgers Univ.
James Ball	Thomas Sheel	9/11/17-12/15/17	Rutgers Univ.
Shannon Glatz	Karen DeCesare	9/5/17-12/21/17	Rowan Univ.

### Roll Call Vote Full 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 28, 2017, 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 That the Palmyra Board of Education will not require Private Schools for Students with Disabilities to charge students for reduced and/or paid meals based on the income eligibility requirements of the Child Nutrition Program during the 2017/2018 school year.

12.02b Xtel Communications Inc. be approved to provide internet, data and phone services as required for the 2017/2018 school year at \$6,053.50 per month in accordance with the terms and conditions of the contract on file in the board office.

12.02c Approve RFP Solutions, Inc. to start work on PA system upgrades at all buildings, in accordance with the terms and conditions of the agreement on file in the Board Office:

<u>Building</u>	<u>Cost</u>	<u>Funding Source</u>
Charles Street:	\$4,373.00	Unbudgeted – Funded through budget surplus
Delaware Avenue:	\$3,727.00	Unbudgeted – Funded through budget surplus
High School:	<u>\$10,353.00</u>	Unbudgeted – Funded through budget surplus
Total \$18,453.00		

12.02d Approve Howard Technology Solutions to start work on Exchange e-mail Server replacement/upgrade in accordance with the terms and conditions of the agreement on file in the Board Office:

<u>Project Detail</u>	<u>Cost</u>	<u>Funding Source</u>
Hardware (via Winter Group)	\$8,375.00	Budgeted – Fund 12
Licenses	\$2,628.00	Budgeted – Fund 12
Data Migration	\$5,275.00	Budgeted – Fund 12
Programming & Configuration	<u>\$12,636.00</u>	Fund 12 budget/Fund 11 surplus
Total \$28,914.00		

12.02e Approve Howard Technology Solutions to start work on Security system / camera upgrades at PHS and DAS in accordance with the terms and conditions of the agreement on file in the Board Office, at a total cost not to exceed \$64,144.00, once funding has been secured from the current year's budget.

12.02f Approve Howard Technology Solutions to start work on Wireless system replacement/upgrade at PHS and DAS in accordance with the terms and conditions of the agreement on file in the Board Office, at a total cost not to exceed \$86,832.00, once funding has been secured from the current year's budget.

- 12.02g That Nutri-Serve Food Management Inc. be approved to provide food services management for the 2017/2018 school year, which is the fifth and final year of the current five year contract, in accordance with the terms and conditions of said contract, for a set fee not to exceed \$18,630.
- 12.02h Approve the use of a school bus for a trip to Citizens Bank Park sponsored by the Palmyra Police Department on 5/22/17.

### **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 +Accept the 2016-2017 Action Plan report from the Superintendent of Schools for the 2016-2021 Strategic Plan.
- 13.01b Approve the following changes to the 2016/2017 School Calendar:
- Friday, April 14, 2017 – early dismissal day for students in Grades Pre-K through 12 (March 14, 2017 snow day make-up)
  - Friday, June 16, 2017 – last day for students in Grades Pre-K through 12; PHS Graduation; (February 9, 2017 snow day make-up)
  - Monday, June 19, 2017 – staff in-service day
- 13.01c +Approve the following policy/regulation changes:
- |            |  |
|------------|--|
| 0000.02    | Introduction (revised)   |
| P 2415.06  | Unsafe School Choice Option (revised)  |
| R 2460.15  | Special Education – In-Service Training Needs for Professional and Paraprofessional Staff (New – 2nd reading/adoption) |
| R 2460.16  | Special Education – Instructional Material to Blind or Print-Disabled Students (no revision-readopt)                   |
| P 2464     | Gifted and Talented Students (revised)   |
| P 2622     | Student Assessment (revised)   |
| P & R 3160 | Physical Examination (revised)   |
| P & R 4160 | Physical Examination (revised)   |
| P & R 5116 | Education of Homeless Children (revised)   |
| P 5460     | High School Graduation (revised)   |
| P 7446     | School Security Program (New – 1 <sup>st</sup> reading)  |
| P 8350     | Records Retention (New – 1 <sup>st</sup> reading)  |
| P 2320     | Independent Study Programs (abolish)   |
| P 5465     | Early Graduation (abolish)   |
- 13.01d +Approve updates to all district curriculum to align with the New Jersey Student Learning Standards (NJSLS), adopted by the State BOE in May 2016. Completion of these updates to be finalized no later than 8/31/2017 with full implementation to begin immediately thereafter.
- 13.01e Establish the “Dr. Clarence B. Jones Institute for Social Advocacy at Palmyra High School” activity account.

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

13.02a Approve the following student fundraising:

- Environmental Science Club (Kelly Jones) to raise money for the environmental science day and to raise money to donate to various environmental groups:
  - Hold a t-shirt sale at PHS from 4/12 to 4/28
  - Sell Earth Day Grams at PHS from 4/10 to 4/13
  - Host a bake sale on the 2<sup>nd</sup> Monday of May and June after school.
- PHS Athletic Department (Mike Papenberg) to sell Palmyra Athletic Gear through a third party vendor (Wayne Sporting Goods from Wayne, PA) from 4/13 through 5/18. The vendor will donate 20% of the money raised back to the athletic department and the proceeds will go toward purchasing banners, flags and windscreens to help beautify the athletic facilities.
- Interact Club (Lorita Foster) to hold a dress down day on 4/14/17 and 6/2/17 to raise money for graduation awards and shipping costs for the Linus Project.
- National Junior Honor Society (Sabrina Bonner) to hold a Chipotle night at the Chipotle in Cherry Hill on 4/25 to raise money to go toward the Induction Ceremony.
- PEA (Danielle Willard) to have a dress down day on 5/2/17 to raise money for Autism Speaks.
- Student Council (Kim Martino and Kelly Jones)
  - hold a dress down day at PHS on 5/26 to raise money to go toward leadership training camp
  - Host Mr. PHS on 5/25/17 as a fundraiser for leadership training camp as well as for state charity.
- Class of 2019 (Christina Birch) to hold a bake sale on 5/5/17 to benefit the senior trip to Disney.
- Marching Band (Jeff Moore, Sue Van Emburgh)
  - Sell tickets to 5/22/17 Trenton Thunder game at which the band will perform
  - Hold a wing night at Buffalo Wild Wings in Moorestown, NJ in August
  - Hold car washes on 4/29/17, 5/27/17, 6/24/17 and 8/26/17 at Legion Field

13.02b Approve the following activities:

- Environmental Science Club to host an Environmental Day event in the PHS Auditorium on 4/25/17.
- Student participation in the NJEA, PHS, PEA and PHSFEE sponsored Classroom CloseUp Red Carpet Premiere on 5/17/17 at the Palmyra Community Center at 7 p.m.
- Approve participation of one (1) PHS student to attend Girls State at Georgian Court University and two (2) PHS students to attend Boys State at Rider University from 6/18-23, 2017 at a cost of \$300 per delegate.
- Center for Aquatic Sciences to do a science workshop for middle school science classes on 4/13/17 (sponsored in part by PTA).
- Steered Straight Pre-Prom Assembly for Parents (Christina Birch) on 5/16/17 at 7 p.m. (change in date)

13.02c Approve the following educational field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
5/4/17	Brauhaus Schmitz Phila., PA	Gr. 9-12/Ms. DeMarco

5/5/17

Blackwood Reserve Center,  
Blackwood, NJ

Gr. 9-12/Robotics/Mr. Yoon

- 13.02d Approval to discard the following items which have been determined to be of no educational or organizational value based on age and condition:
- outdated baseball/softball bats and helmets that no longer meet NHFS specifications
  - old middle school basketball uniforms and socks that are no longer used
- 13.02e Approve the following software programs for implementation for the 2017/2018 school year:
- | <u>Software</u> | <u>Description</u>  | <u>Cost</u>   |
|-----------------|---|---|
| PLATO           | Utilized for roughly 15-20 students in the PLA <b>(grades 9-12)</b> Alternative Learning Program to support graduation success for all students, offering a variety of <b>academic, elective, and CTE</b> programming.  | Roughly \$4500.00 for the program's many course offerings as well as training |
| OnCourse        | OnCourse Interface Developer Specialists and Database Architects will dig through the Curriculum Portal and its many curriculum documents to ensure that all Common Core Standards are replaced with the newly adopted New Jersey Student Learning Standards (NJSLS). | \$1050.00 per quote #173664   |

**Roll Call Vote Full Board**

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

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

- 13.03a Approve the following software programs for implementation for the 2017/2018 school year:
- | <u>Software</u> | <u>Description</u>   | <u>Cost</u>   |
|-----------------|--|---|
| IXL             | Utilized for <b>grades 5-8</b> to specifically provide support to the existing mathematics and language arts instruction. Program also offers support and practice opportunities to support learning in social studies and Science in these grade levels | \$7,100.00 for the first year of a three year bundle (estimated three cost of \$14,200 paid in installments of \$7100, \$3550, \$3550 |
| Reflex Math     | Utilized for <b>grades K-4</b> to provide support to the existing <b>mathematics</b> instruction with engaging activities that boost math fluency.   | Roughly \$3300.00 each year for all five grades   |
| Reading Eggs    | Utilized for <b>grades K-4</b> to provide support to the existing <b>language arts</b> instruction, specifically seeking to engage students and facilitate a love of <b>reading</b> .  | Roughly \$3000.00 each year for all five grades   |
| Systems 44      | Utilized for the <b>grades 2-4</b> leading up to the existing Read 180 Program as a foundational reading program that targets challenged readers, diagnoses needs, and provides interventions and supports.  | Roughly \$23,000.00 for program, support and intensive training   |

- 13.03b Approve the following fundraising activity:

- PEA (Kristen Holcomb) to hold a dress down day on 4/13/17 as a fundraiser for Autism Speaks.

13.03c Approve the following field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
5/19/17	Paws Nature Center Mt. Laurel, NJ	Preschool/Mrs. Pogoda
5/23/17	Phila. Museum of Art	Gr. 5-6/Mr. Graiff
5/31/17	Six Flags Great Adventure Jackson, NJ	Gr. 6 Safeties/Ms. Cancglin, Ms. Tyler, Mr. Devlin
6/9/17	Legion Field Playground Palmyra, NJ	Preschool/Mrs. Pogoda

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

13.03d Approve, for the remainder of the 2016/2017 school year, a pilot yoga class at CSS to be taught by Kristin Tyler before the official start of the school day at no additional cost to the district.

### **Roll Call Vote Palmyra Board**

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

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

### 14 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.

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: \_\_\_\_\_