



# 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

**June 14, 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 June 9, 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 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 collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public
- 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 return from closed session, the Board may take action.

**Voice Vote by Full Board**

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

7 Return from Closed Session

**Voice Vote by Full Board**

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

- 8 Reports  
8.01 Superintendent  
8.01a Administrator Reports  
8.01b Superintendent's Report

- 8.02 Board Committees
  - 8.02a Policy & Curriculum
  - 8.02b Finance & Physical Plant
  - 8.02c Human Resources & Negotiation
- 8.03 Sending District Reports
  - 8.03a Beverly
  - 8.03b Riverton
- 8.04 Student Representative
- 8.05 PTA
- 8.06 Borough Liaison

9 Correspondence

10 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.

11 Routine Business

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

11.01a +Enrollment Report for May 2017

11.01b +Fire/Safety Drills for May 2017

11.01c +Health Report for May 2017

11.01d +HIB Report for May 2017

11.01e +Violence, Vandalism & Substance Abuse Report for May 2017

11.01f Volunteers: Joan W. Lewsing, William T. Child

11.01g Paraprofessional Athletic Aides (pending criminal history clearance):

Baseball: Aaron MacKenzie

Boys Soccer: Kevin Murphy, Tim Brett, Jason Ewing

Girls Soccer: Celena King, Jess Boatright, Kelly Boatright, Olivia White, Kristen Keller

Boys/Girls Tennis: Jody Demas

Football: Chris Geisel, Conor Geisel, Mark Zataveski, Tom Wapinsky, Justin Thompson,  
Dan Golenda

Wrestling: Kevin Hernando

Winter Track: Clayton Tennison (also for spring track), Kevin Potor

Baseball: Ed Sanderson

11.01h Pursuant to PL 2015, Chapter 47 the Palmyra Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et seq, N.J.A.C. Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200.

Delta Dental	New Jersey School Employee Benefit Plan
School Alliance Insurance Fund	Joseph J. Maksin Jr. & Associates
AESOP	Omni Group
Burlington County School Crisis Response	ACES
Burl. County Board of Chosen Freeholders	Nutri-Serve Food Management Inc.
Burl. County Spec. Services School District	NJSBA
Middlesex Regional Ed. Services Commission	Maple Shade Board of Education
Burlington County Ed. Services Unit	Phoenix Advisors
Cinnaminson Township Board of Education	The Barclay Group
Joseph Betley, Esq. of Capehart & Scatchard	McManimon, Scotland & Baumann
Bowman & Company LLP	Garrison Architects
Virtua Primary Care of Moorestown	NWEA
Burlington County College	Brookfield Elementary School
Garfield Park Academy	Bayada Home Health Care, Inc.
Cooper Pediatric Neurologists	NJSIAA
BCSL	IEP Direct
Edmentum	BlackboardConnect

### Voice Vote by Full Board

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

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

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

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

11.02a +Check Register for May 2017 representing hand and machine checks totaling \$1,391,801.75

11.02b +Board Secretary's Report for April 2017 and the Treasurer's Report for April 2017, which have been found to be in agreement.

11.02c +Cafeteria Report for May 2017

11.02d +Transfer Report for May 2017

11.02e +Board Minutes

- Regular Meeting of May 10, 2017
- Executive Session of May 10, 2017
- Budget Hearing May 3, 2017

11.02f Professional Development:

<u>Staff Member</u>	<u>Name/Date of Workshop/Travel</u>	<u>Location</u>	<u>Cost</u>
Tom Sheel	AP Institute for US History/ 7/31/17-8/3/17	Blackwood, NJ	\$900.
John Yoon	AP Institute for Physics/ 7/17/17-7/21/17	Philadelphia, PA	\$1635.

11.02g Accept the following donation from Mr. John Kerr:

- (2) 5 drawer horizontal file cabinets

- (1) secretary desk
- (3) small black plastic trash cans
- (1) wooden book shelf
- (1) 2 x 3 white board
- (8) boxes of office supplies

### **Roll Call Vote by Full Board**

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

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

12 Old Business

13 Personnel

### **Roll Call Vote Full Board**

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

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

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

13.01a +Accept the resignation of Mrs. Colleen Grose as LDT-C in the Palmyra School District effective 6/30/17.

13.01b Approve Suzanne McAllister as a Substitute Teacher at a rate of \$82.50 per diem.

13.01c +Approve the salaries of all non-aligned personnel for the 2017/18 School Year, per the attachment as listed.

13.01d Approve the following extracurricular appointments for the 2017/2018 school year as per the collective bargaining agreement or as otherwise determined by the board:

#### Activity

Art Club  
Environmental Club  
Fall MS Intramurals  
Spring MS Intramurals  
GSA Club  
Book Club  
Consumer Affairs Club  
Model Congress  
Palmyra Players, Producer  
Palmyra Players, Director  
Renaissance Club  
German Club/German NHS  
Spanish Club/Spanish NHS  
Class Advisor - Fr.  
Class Advisor - Soph.  
Class Advisor - Jr.  
Class Advisor - Sr.  
NHS  
Jr. NHS  
Interact Gr. 9-12  
Student Council Gr. 7-8

#### Advisor

Lisa Jablonski Muir  
Kelly Jones  
Aaron McKenzie  
Vacant  
Katie DeMarco  
Michele Reisinger  
Matthew Dyl  
Vacant  
Lisa Jablonski Muir  
Lynn Lofland  
(name to be provided)  
Katie DeMarco  
Katie Salvo  
Thomas Sheel  
Eric Mehler  
Christina Birch  
Alex Torrance  
Sabrina Bonner  
Sabrina Bonner  
Lorita Foster  
Jennifer VanZandt

Student Council Gr. 9-12	Kim Martino, Kelly Jones (shared stipend)
Band Front Director	Casey Megna
Band & Travel Director	Jeffrey Moore
Tillicum Literary	Devon Murtagh
Tillicum Business	Elizabeth Follis
Panther Press	Tony Gore
SAT Math Prep	Eric Mehler
SAT Language Arts Prep	Lorita Foster
Robotics	John Yoon, Tony Gore (shared stipend)
Central Detention (2 days/wk.)	Elizabeth Follis, Sabrina Bonner, Michele Levins
Baseball-V coach	Dan Licata
Baseball-JV/V Asst 2	Matthew Papenberg
Basketball-boys V coach	Vacant
Basketball-boys JV/V Asst 1	Matthew Papenberg
Basketball-girls V coach	Sean Brady
Basketball-girls JV/V Asst 1	Ken Miller
Basketball-7/8 boys	William Devlin
Basketball-7/8 girls	Vacant
Cheerleaders-Fall	Elizabeth Follis, Rachel Odgers, Michele Levins
Cheerleaders-Winter	(shared stipend)
	Elizabeth Follis, Rachel Odgers, Michele Levins
	(shared stipend)
Cross Country	John Slocum
Football-V coach	Jack Geisel
Football-JV/V Asst 1	Vacant
Football-JV/V Asst 1	Vacant
Soccer-boys V	Mike Papenberg
Soccer-boys JV/V Asst 2	William Devlin
Soccer-girls V	Matthew Papenberg
Soccer-girls JV/V Asst 2	Ken Miller
Softball-V coach	Ken Miller
Softball-JV/V Asst 2	Melanie Sharkey
Tennis-boys	William Devlin
Tennis-girls	Katie Salvo
Track-V winter	John Slocum
Track-JV winter /V Asst 2	Tracy Sokolowski
Track-V spring-boys	John Slocum
Track-JV/V Asst 2 spring-boys	Jack Geisel
Track-V spring-girls	Tracy Sokolowski
Track-JV/V Asst 2 spring-girls	Vacant
Wrestling-V coach	Vacant

### Roll Call Vote Full Board

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

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

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

13.02a Approve the following students to participate in the district Summer Student Work Program under the terms and conditions set forth for program management compensated at the hourly minimum wage rate:

Facilities: Jenelle Belton, Sean Hull, Keyon Samford, Leah Tatu, Ian White

- 13.02b Approve the following staff members to work during the summer with compensation at their per diem rate (1/200<sup>th</sup>) per the negotiated agreement:

<u>Staff Member</u>	<u>Position</u>	<u>Days</u>
Kathleen McClure	School Nurse	3 days
Christina Birch	Student Assistance Coordinator	1 day
Samantha Crean	Guidance Counselor	8 days
Lauren Schmidt	Guidance Counselor	8 days

- 13.02c Approve the following staff members to work two (2) days during the summer for IEP review with compensation at their per diem rate (1/200<sup>th</sup>) per the negotiated agreement:

<u>Staff Member</u>	<u>Position</u>
Karyn Frengs	School Psychologist
Gina Lewis	School Psychologist
Kent Mac Dougall	Social Worker
Barbra Webb	Speech/Language Specialist
Amanda Milewski	Special Education Teacher on behalf of CST
Agatha Williams	Elementary Teacher on behalf of CST
(pending hire)	LDTC

- 13.02d Approve the following staff members to write curriculum at the established hourly rate per the negotiated agreement:

<u>Staff Member</u>	<u>Maximum Projected Hours</u>
CJ Blatchley	18 hours
Sabrina Bonner	8 hours
Elizabeth Follis	16 hours
Lorita Foster	10 hours
Tony Gore	6 hours
Eric Mehler	10 hours
Jamie Patchel	18 hours
Lauren Quinn	8 hours
Katie Salvo	8 hours
Thomas Sheel	16 hours
Jannet Vaca	8 hours
Jen VanZandt	10 hours
John Yoon	13 hours

### Roll Call Vote Full Board

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

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

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

- 13.03a Approve the following extracurricular appointments for the 2017/2018 school year as per the collective bargaining agreement or as otherwise determined by the board:

<u>Activity</u>	<u>Advisor</u>
Art Club	Jeff Graiff
Book Club Gr. 3-4	Amanda Milewski
Book Club Gr. 5-6	Linda Plym
Computer Club	Kristen Tyler
Drama Club	Nicole Michaels

Just Say No Club	Jessica Mullan
Public Relations Club	Amanda Ehret
Kids for Character	Rileigh Ruff
Choir	Joe DeFranco
5/6 Student Council	Jennifer Allen
Safety Patrol	Stephanie Cancglin
Intramural Baseball	Douglas Straeter
Intramural Field Hockey	Kristen Holcomb
Intramural Basketball	Douglas Straeter
After School Tutoring Gr. 1-2	C. J. Blatchley
After School Tutoring Gr. 3-4	Melanie Gerner
After School Tutoring Gr. 5-6	Vacant
Central Detention (2 days/wk.)	C. J. Blatchley, Mary DelRossi Bishop

- 13.03b Approve the following staff members to work during the summer with compensation at their per diem rate (1/200<sup>th</sup>) per the negotiated agreement:
- | <u>Staff Member</u>  | <u>Position</u>    | <u>Days</u> |
|----------------------|--------------------|-------------|
| Mary DelRossi-Bishop | School Nurse       | 3 days      |
| Kara Shore           | Guidance Counselor | 1 day       |
- 13.03c Approval for Mrs. Michele McCann to serve as the Extended School Year teacher from 7/5/17 through 8/03/17. Rate of pay will be in accordance with the collective bargaining agreement.
- 13.03d Approval for Ms. Barbra Webb to serve as the Extended School Year Speech & Language Pathologist from 7/5/17 through 8/3/17. Rate of pay will be in accordance with the collective bargaining agreement.
- 13.03e Approval to use Brett DiNovi & Associates to provide Extended School Year (ESY) service of a 2:1 Clinical Associate Aid for student #4477407790 and student #6301240458. The contracted rate for two (2) students is \$2,137.50.

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

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

### **14 Business, Finance and Operations**

#### **14.01 Certification**

Pursuant to NJAC 6:20-2.13(e), we certify that as of April 30, 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: \_\_\_\_\_

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



- 14.02a That petty cash accounts be established in accordance with District Policy 6620 in the amounts and under the direction of staff as follows with the maximum expenditure that may be made from each school or department account is seventy-five dollars (\$75). The maximum expenditure that may be made from the Business Office account is two-hundred dollars (\$200).

Business Office	\$350	Business Administrator
Charles Street School	\$125	Principal
Palmyra High School	\$125	Principal
Buildings & Grounds	\$125	Maintenance Supervisor

- 14.02b Approval is hereby granted to submit a Toilet Room Facilities Waiver for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms as required for the 2017/2018 school year.
- 14.02c Approve the required \$0.10 price increase, across the board, on all school lunches for the 2017/18 School Year
- Charles Street will go from \$2.30 to \$2.40 per meal
  - Palmyra High School will go from \$2.55 to \$2.65 per meal
- 14.02d Approve facilities use of PHS gymnasium to Brian Harding's Pro Skills Basketball Camp for the dates of 6/26/17 through 6/30/17 (5 days). Payment has been received and insurance certificate on file.

### Roll Call Vote Full Board

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

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

- 14.03a Award RFP 17-01 for Banking Services to Investor's Bank, for the period of 7/1/2017 – 6/30/2020 (3 years), as outlined in the proposal on file with the Business Office.
- 14.03b That the following Professional Service Organizations are hereby retained to provide specialized services necessary to the Board in accordance with agreements dated 1 July 2017. That these contracts are awarded without competitive bidding as a Professional Service in accordance with Public School Contracts Law N.J.S.A. 18A:18A-5(a)(1) because it is for services performed by persons authorized by law to practice a recognized profession. That a copy of this action as well as the contracts be placed on file with the Board Secretary and that a notice specifying these awards be published in accordance with the Public School Contracts Law.
- Joseph Betley, Esq. of Capehart & Scatchard, School Solicitor
  - McManimon, Scotland & Baumann LLC, Bond Counsel of Record
  - Bowman & Company LLP, Auditor
  - Garrison Architects, Architect of Record
  - Virtua Primary Care of Moorestown, School Physician(s)
  - The Barclay Group Risk Management Consultant
  - Phoenix Advisors Continuing Disclosure Agent Services and Independent Registered Municipal Advisor of Record

- 14.03c Discard the following items which have been determined to be of no educational or organizational value based on age and condition:
- (30) elementary desks
  - (40) elementary chairs
  - (5) old office chairs
  - (1) red chair
  - (5) TV's
  - (4) metal carts
  - (16) wooden chairs
  - (6) wooden chairs with padding
  - (7) small wooden chairs
  - (6) overhead projectors
  - (1) old nurse's desk
  - (1) piano and stool
  - (2) wooden box chairs
  - (8) retro wheeled chairs
  - (2) green horizontal file cabinets
  - (1) conference table

**Roll Call Vote Full Board**

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

**15 Policy & Curriculum**

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

- 15.01a Re-adopt the Policy Manual and Bylaws for the 2017/2018 school year.
- 15.01b Re-adopt the Evaluation Rubrics for teachers and administrators for the 2017/2018 school year.
- 15.01c Re-adopt the District's Standard Operating Procedures for the 2017/2018 school year.
- 15.01d Renew the District's membership in NJSIAA and BCSL and pay membership fees for the 2017/2018 school year.
- 15.01e +Approve the Winter Athletic Schedule.

**Roll Call Vote Full Board**

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

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

- 15.02a Approve the creation of a Student Activity Account for the upcoming Spanish Trip.
- 15.02b Approve the creation of a Student Activity Account for the Junior National Honor Society.

- 15.02c Approve the creation of a Student Activity Account for a new graduation award, “The Joshua Lewis Rich Memorial Scholarship”.
- 15.02d Approval for Mrs. Jamie Patchel to provide homebound instruction for student #9524827189 from 5/22/17 through 6/16/17.
- 15.02e Approve the following fundraising activities:
- Spanish NHS (Katie Salvo)
    - Dress down days on 9/29/17 and 1/2/18. The cost would be \$5 for teachers. The money raised will go toward the charity of the USO stocking drive.
    - Hold bake sales at PHS on the following dates: 9/25/17, 10/30/17, 11/27/17, 12/18/17, 1/29/18, 2/26/18, 3/26/18, 4/30/18 and 5/21/18. The money raised will go toward field trips for the Spanish NHS.
  - Spanish (Jannet Vaca)
    - Hold dress down days on 10/20/17 and 2/23/18
    - Hold bake sales every second Monday of each month from September to June. The money raised will go toward field trips for the trip to Spain.
- 15.02f +Approve the special education student placements for the 2017/2018 school year.

### Roll Call Vote Full Board

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

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

- 15.03a Approve the following educational field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
6/9/17	Palmyra Municipal Building	Gr. 3/Mrs. Adams

### Roll Call Vote Palmyra Board

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

### 16 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.

16.01 Recognition of members of the Public

16.02 Recognition of members of the Board

### 17 Adjournment

### Voice Vote by Full Board

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

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

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

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