



# PALMYRA BOARD OF EDUCATION

## PALMYRA, N.J. 08065

Brian J. McBride  
Superintendent of Schools

Administrative Office  
301 Delaware Avenue  
856-786-9300  
FAX: 856-829-9638

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 11, 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 on October 6, 2017.

2 Moment of Silent Meditation

3 Salute to the Flag

4 The Board Secretary administers the oath of office to board member, Mrs. Tonya Washington.

5 Roll Call

Ms. Amy Austin  
Mr. Keith Austin, Vice President  
Mrs. Laurie Beck  
Ms. Nancy Brett, President  
Mr. John Quigg  
Mr. Mark Russell  
Mr. Nicolas Sarracino  
Mrs. Tonya Washington  
Mr. Sean Toner  
Mr. Jeffrey Elliot, Riverton Representative  
Beverly Representative  
Ms. Maura Scott, Student Representative

- 6 Presentations:
  - Students of the Month

7 Reports

- 7.01 Superintendent
- 7.02 Board Committees
  - 7.02a Policy & Curriculum
  - 7.02b Finance & Physical Plant
  - 7.02c Human Resources & Negotiation
- 7.03 Sending District Reports
  - 7.03a Beverly
  - 7.03b Riverton
- 7.04 Student Representative
- 7.05 PTA
- 7.06 Borough Liaison
- 7.07 PHSFEE

8 Correspondence

9 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.

10 Routine Business

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

- 10.01a +Enrollment for September 2017
- 10.01b +Fire/Safety/Bus Drills for September 2017
- 10.01c +Health Report for September 2017
- 10.01d +HIB Report for September 2017
- 10.01e +Student Safety Data Report for September 2017
- 10.01f Volunteers: Mary Ann Middleton, Marie Dicks

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

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

**Voice Vote by Full Board:** \_\_\_\_\_

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

- 10.02a +Check Register for August 2017 representing hand and machine checks totaling \$1,094,075.94.
- 10.02b +Board Secretary’s Report for July 2017 and the Treasurer’s Report for July 2017, which have been found to be in agreement.
- 10.02c +Transfer Report for August 2017

- 10.02d +Board Minutes:
- Regular Meeting of September 13, 2017
  - Executive Session of September 13, 2017
- 10.02e Accept the following donation of science equipment from Michael Cloud/Astra Zeneca:
- 2 Safety Bunsen Burners
  - 2 Bacti-Cinerator Sterilizers
  - 3 Spray Bottles of Isopropanol
  - Serological Pipet
  - Multi-Pack of Disposable spatulas
  - 1 Package of Sterile Pads
- 10.02f Accept the historical plaque from Palmyra High School Class of 1967 who is celebrating their 50<sup>th</sup> high school reunion.
- 10.02g Professional Development:
- | <u>Staff Member</u>                | <u>Name/Date of Workshop/Travel</u>  | <u>Location</u>   | <u>Cost</u> |
|------------------------------------|--|-------------------|-------------|
| Ken Holloway                       | Trends and Issues with Scheduling on 10/5/17   | Monroe, NJ        | \$149       |
| Devon Murtagh,<br>Elizabeth Follis | Jostens Fall Workshop on 10/6/17   | Lindenwold, NJ    | \$0         |
| Joe Rosato                         | BCPDI: ELL Best Practices 10/13/17   | Westampton, NJ    | \$0         |
| Sam Crean                          | Fall Counselor Training: HESAA, FAFSA, etc. on 10/16/17  | Lawrenceville, NJ | \$0         |
| Elizabeth Follis                   | Model Assistance Program on 10/17-19/17  | Burlington, NJ    | \$0         |
| Sabrina Bonner                     | Educational Strategies & Accommodations for Students who are Blind or Vision Impaired on 10/19/17              | New Brunswick, NJ | \$34.72     |
| Stacy Saia                         | Third Annual TCNJ Math Teacher Symposium on 10/25/17   | Ewing, NJ         | \$0         |
| Lauren Schmidt                     | HESAA Training: Fall Counselor Training on 10/31/17  | Mt. Laurel, NJ    | \$0         |
| Franklin Foster                    | The Athletic Trainers Symposium on 11/14/17  | Mt. Laurel, NJ    | \$0         |
| Devon Murtagh                      | BCPDI: Positive Psychology on 11/15/17   | Westampton, NJ    | \$0         |
| Marie Keefe                        | Reducing Recurring Classroom Behavior Problems with Difficult, Disruptive & Non-Compliant Students on 11/29/17 | Cherry Hill, NJ   | \$259.00    |
| Todd Reitzel                       | Public School Purchasing Rutgers Center for Government Services on 11/9 and 11/14/17                           | New Brunswick, NJ | \$461.00    |

<b>TCNJ Teachers As Scholars Program</b> (District enrollment in the Professional Development School Network):		Ewing, NJ district enrollment	Cost of
Kelly Jones	Teaching Science Through Issues on 10/12, 10/19/17		
Bobby Morgan	Creating Agents of Change (While Preparing for Standardized Test) on 10/13, 10/20/17		
Lorita Foster	Contemporary Literature: Flash Fiction, Twitter Narratives, and other Short Stories on 10/18/17, 10/25/17		
Christine Onorato	Financial Crisis, Great Recession and Slow Recovery 2008-2016: Causes, Effects, and Remedies on 12/6/17, 12/13/17		
<b>NJ Consortia for Excellence through Equity</b> (NJCEE) Each session team includes SBM Team Members to turn-key information to the two schools:		Mullica Hill, NJ	Cost of district enrollment
Stacy Saia, Michele Levin, Kristen Tyler	Engaging & Teaching Diverse Learners; Moving Students into the Fast Lane of Learning on 9/26/17		
Brian McBride, Lianne Kane, Chris Tracey	SD Leaders Steering Committee on 10/4/17		
Mike Papenberg, Linda Plym, Valerie Still	Leading Equitable and Culturally Res- ponsive Schools; Schooltalk: Trans- forming Communications that Feed Inequality in our Schools on 10/24/17		
Lianne Kane, Michele Reisinger, Katie Riggi	Engaging & Teaching Diverse Learners; Structuring Creative and Innovative Work- Five Ways Design Thinking Can Empower all of your Students on 11/13/17		
Stacy Saia, Brian McBride, Valerie Still	Curriculum & Instruction Adminis- trators: Promising Practices for Excellence through Equity Fair on 11/28/17		
Brian McBride, Chris Tracey, Kristen Holcomb	Leading Effective and Culturally Responsive Schools-Lived Experiences: Competent, Courageous, and Confident Dialogue to Build More Inclusive and Affirming School on 12/12/17		
Chris Tracey, Liz Follis, Tracy Sokolowski	Student High School Leadership Institute- Building Bridges to Success" on 1/4/18	Camden Community College	

Christina Birch, Steve Graff, Valerie Still	Student Middle School Leadership Institute- "Building Bridges to Success" on 1/4/18	Camden Community College
Mark Pease, Tom Sheel, Lauren Quinn	Leading Effective and Culturally Responsive Schools- Critical Factors in Establishing a Trusted School on 1/17/18	
Lianne Kane, Joe Rosato, Barb Vieira	Engaging & Teaching Diverse Learners- "Leadership for English Language Learners: Developing a School-Wide & Collaborative Framework of Instruction" on 1/29/18	
Stacy Saia, Lianne Kane, Valerie Still	Curriculum & Instruction Administrators Action Learning Network: Addressing the Equity Challenges Confronting our Districts as we Strive to Meet the Needs of all Students" on 2/8/18	
Stacy Saia, Eric Mehler, Nicole Michaels	Engaging & Teaching Diverse Learners- "Differentiated Instruction Theory Sounds Great. Let's Make DI Doable!" on 2/26/18	
Sam Crean, Lauren Schmidt, Kara Shore	School Counselor and Pupil Services on 3/14/18	
Brian McBride	Superintendents' Annual Planning Meeting on 5/3/18	

### **MathQuest Fellowship:**

Two elementary and two secondary (mathematics) teachers have applied to be a part of the highly competitive MathQuest Fellowship, a free professional development program that teaches educators how to foster inquiry-based learning through game design. Fellows will learn how to integrate games into their curriculum, design their own games and playful design challenges, and effectively assess learning outcomes as well as receive ongoing feedback and support between sessions through Institute of Play's Online platform, which includes access to a searchable Learning Games Library and a series of adaptable design thinking tools and resources. If accepted, they will travel to attend the seven full day sessions in New York City on the following dates:

November 6th & 7th, 9:30 to 3:30  
January 29th & 30th, 9:30 to 3:30  
March 19th & 20th, 9:30 to 3:30  
May 8th, 9:30 to 3:30

The staff members who have applied and have been accepted to be a part of this highly selective fellowship are:

Amanda Ehret	Rachel Odgers
Tracy Sokolowski	Alex Torrance

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

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

**Roll Call Vote by Full Board:** \_\_\_\_\_

11 Old Business

12 Personnel

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

12.01a +Accept the letter of intent to retire from Mrs. Debra Burkholder, Administrative Assistant to the Superintendent, effective 1/1/2018.

12.01b Request to Enroll in Graduate Course and Apply for Tuition Reimbursement:

<u>Staff Member</u>	<u>Course/Dates/University</u>	<u>Reimbursement Cost</u>
Michele Reisinger	ENG510 Studying the Craft/ Nov. 2017-Feb. 2018 So. New Hampshire Univ.	as per the PEA Agreement
Kristin Tyler	EDU578 Educational Leadership/dates to be determined/Gwynedd Mercy Univ.	as per the PEA Agreement

12.01c Approve the following substitutes pending completion of employment packet and criminal history review:

<u>Name</u>	<u>Position</u>	<u>Rate of Pay</u>
James E. Rich	on call bus driver	\$19.00/hr.
Raymond A. Finkbinder	on call bus driver	\$19.00/hr.
Edward Williams	Teacher	\$70.00/day
Holly Skowronski	Teacher	\$70.00/day

12.01d Approve the following staff as I&RS members for the 2017/2018 school year:

Christina Birch	Karyn Frengs	Danielle Willard
Samantha Crean	Tracy Sokolowski	<b>Elizabeth Follis</b>
Lauren Schmidt	Alex Torrance	

12.01e Approve Ms. Jennifer Walter as a homebound instructor at a rate of \$31.00/hr. for the 2017/2018 school year.

**12.01f Rescind the offer of employment to Mr. Bolivar Rivera to transport student #771065299 from Palmyra to the JFK School in Berlin, NJ for the 2017/2018 school year; route to be fixed at 5 hours per day (board action taken on 9/13/17).**

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

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

**Roll Call Vote by Full Board:** \_\_\_\_\_

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

- 12.02a Approve the following staff as I&RS members for the 2017/2018 school year:  

Mark Pease	Barbra Webb	Michele McCann
Jessica Mullan	Amanda Ehret	Gina Lewis
Agatha Williams	Barbara Vieira	

12.02b Approve a medical disability leave for staff member #68775287 from 9/25 through 11/5/17.

**12.02c Approve the following students to work in the After School Program at a rate of \$8.50/hr., effective 9/25/17: Sammie Jo Vincent, Jacob Chando, Jonathan Nault and upon completion of employment paperwork: Tyler Williams, Jacob Wolfe, John Stokes.**

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

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

**Roll Call Vote by Palmyra Board:** \_\_\_\_\_

13 Business, Finance and Operations

13.01 Certification

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

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

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

**Roll Call Vote by Full Board:** \_\_\_\_\_

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 Approve homebound instruction as follows:

- Student #3100853053 effective 9/12/17
- Student #2132304953, effective 9/26/17 (pending placement)

14.01b +Approve the three-year extension of The College of New Jersey’s School of Education Professional Development School Network Articulation Agreement to 2020. Dues are based on the student enrollment at a rate of \$ .75 per student not to exceed \$3,750. The projected cost for the 2017/2018 school year is \$663.00.

14.01c +Approve the District Safety Plan for 2017/2018.

14.01d +Approve the 2017/2018 NJQSAC Statement of Assurance.

14.01e Approve the use of professional services of Marcroft Medical Associates, P.C. to perform pediatric neurological evaluations and assessments at a rate of \$450.00 per hour, and/or

psychiatric evaluations and assessments at a rate of \$300.00 per hour for the 2017/2018 school year.

- 14.01f +Approve changes to the following policies/regulations:
  - P & R 7100 Long-Range Facilities Planning (revised)
  - P & R 7101 Educational Adequacy of Capital Projects (revised)
  - P 7102 Site Selection and Acquisition (revised)
  - R 7102 Site Selection and Acquisition (new)
  - P 7130 School Closing (revised)
  - P 7300 Disposition of Property (revised)
  - R 7300.1 Disposal of Instructional Property (abolished)
  - R 7300.2 Disposal of Land (revised)
  - R 7300.3 Disposition of Personal Property (revised)
  - R 7300.4 Disposition of Federal Property (revised)
  - P & R 9120 Pubic Information Program (revised)
  - P 9400 News Media Relations (revised)

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

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

**Roll Call Vote by Full Board:** \_\_\_\_\_

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 student activity:

- Burlington County Prosecutor’s Office to present a Social Media Assembly for Freshmen only on 11/3/17

14.02b Approve the following student fundraising activities:

- National Honor Society
  - Hold dress downs on 11/3/17 and 2/2/18. Money raised from the dress downs will go towards certificates, membership cards, stolls, cords and new robes.
- Class of 2018
  - Hold bake sales on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month beginning on October 12<sup>th</sup>, 2017 (Thursday). Money raised would go towards the class’ Disney Trip.
  - Hold a dress down day on **11/10/17**. Money raised from the dress down day would go towards the Disney Trip.
  - Sell snacks at the boys and girls basketball games this winter beginning in December and ending in March. Money raised will go towards the Disney Trip.
  - Sell V-Day grams. The Valentine’s Day grams would be sold from 2/1/18-2/15/18 for \$ .50. The money raised would go towards the Disney Trip.
  - Host a dine and donate at Chipotle Cinnaminson on 10/23/17 from 4 PM-8 PM. Chipotle will donate a portion of their sales to the Class of 2018. The money raised will go towards the Disney Trip.
  - Host a dine and donate at PJ Whelihans in Maple Shade on 10/16/17 from 5 PM-9 PM. PJ Whelihans will donate a portion of their sales to the Class of 2018. The money raised will go towards the Disney Trip



- Class of 2019
  - Host a Flapjack Breakfast at Applebee’s in Cherry Hill, NJ on 11/5/17. Students will sell tickets and serve breakfast; money raised will support their Senior Disney Trip.
- Student Council
  - Hold Chik-Fil-A sales and Lemonade Stand/Ice Cream all year after school during the 2017/2018 school year. Monies raised will support LTC and State Charity.
  - Penny Wars from 10/23 to 10/27/17 in the high school cafeteria. Jars will be available to collect money for State Charity, LTC.
  - Homecoming Dance on 10/27/17. Money raised will supported related homecoming, student council trips.
  - Dress Down Day on 10/27/17 to raise funds for LTC and State Charity.
  - T-Shirt sales/Student Council & Alumni Pennant/Foam Finger sales from 10/15 to 11/15/17 to support LTC, State Charity and student council trips.
  - Hold Turk a Teacher from 11/13 to 11/22/17 whereby students donate \$1.00 to vote for which participating teacher they want to dress up as a turkey. Money raised will go towards LTC.
  - Hold magazine/gift wrap/jewelry sales in November. Money raised will support Student Council expenses and LTC.
  - Jingle Bell Sale from 12/12 to 12/22/17 to support student council expenses and LTC.
  - Hold the American Red Cross Blood Drive on **2/23/18**.
  - Skate Night at Holiday Skate on a Thursday night in February. Money raised will go towards LTC.
  - Sell popcorn from 4/15 to 5/15/18. Money raised will support Student Council expenses and LTC.
  - Mr. PHS in May, 2018. Money raised will support LTC tuition.
  - Sell snacks at the concession stand at Legion Field during the Halloween Parade and Alumni Parade on 10/30/17.
- Football Team
  - Thanksgiving Pie and Cake Sale from 10/23 to 11/21/17 to raise money for senior gifts and team wear.
- German Club
  - Gummy Bear and Advent Calendar Sales from 11/1 to 12/15/17 to raise money for trips and honor society induction materials
- Spanish NHS
  - Sell tacos in the cafeteria on 11/16-11/17/17
  - Sell cookies at the annual Band Craft Fair on 12/2/17
- Boys Basketball Team
  - Hold a social media fundraiser, “SnapRaise”. Money raised will go towards paying for summer leagues, team dinners and basketball clothing and gear.
- The Environmental Science Club:
  - Sell Earth Day Grams from 4/16/18-4/20/18 at PHS. The Environmental Science Club would like to purchase supplies for the club and potentially fund a bus trip for a hike/field trip.
  - Hold staff dress down days at PHS on 12/1/17 and 3/23/18. Money raised would go towards supplies for the Environmental Science Club as well as funding a bus trip for a hike/field trip.

- Sell t-shirts to raise money for supplies from 3/1/2018-4/30/2018. Extra money raised would could also be used for a bus trip for a hike/field trip.
- Hold bake sales at PHS on the 4<sup>th</sup> Wednesday of each month starting in October. Money raised would go towards supplies for the Environmental Science Club as well as funding a bus trip for a hike/field trip.
- The Renaissance Club:
  - Hold a dress down day on 1/12/18 at PHS. Money raised would go towards the Renaissance Club’s scholarship fund.

14.02c Approve the following educational field trip:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
10/12/17	Phila. Zoo	Gr. 10-12/Mr. Budden

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

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

**Roll Call Vote by Full Board:** \_\_\_\_\_

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

- 14.03a Approve the following fundraising activities:
- PTA to have a Mixed Bag Design Fundraiser from 10/4 to 10/18/17

14.03b Approve the following educational field trip:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
11/8/17	Phila. Zoo	Gr. 2/Mrs. Adams, Ms. Cancglin, Ms. Marrazzo, Ms. Anderson, Mrs. McCann

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

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

**Roll Call Vote by Palmyra Board:** \_\_\_\_\_

15 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.

- 15.01 Recognition of members of the Public
- 15.02 Recognition of members of the Board

16 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:

- Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy
- Any investigations of violations or possible violations of the law
- Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.

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 no action will be taken.

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

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

**Voice Call Vote by Full Board:** \_\_\_\_\_

17 Adjournment

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

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

**Voice Vote by Full Board** \_\_\_\_\_

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