



**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**

**December 13, 2017**

**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 on December 8, 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 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

5 Presentations:

5.01 Students of the Month

5.02 Student Heroism

5.03 PHSFEE Presentation

5.04 Board Member Recognition

5.04a WHEREAS, Nancy Brett, member of the Palmyra Borough Board of Education; and

WHEREAS, in recognition of her dedication to the students of the Borough of Palmyra for the period of

2011 through 2017; and

WHEREAS, she honorably served the community of Palmyra Borough with fairness and professionalism;

NOW THEREFORE BE IT RESOLVED, that we, the Members of the Board, do hereby extend to Nancy Brett our sincere and grateful appreciation for her dedicated service to the Palmyra Board of Education, and our best wishes to her for continued success, happiness, and good health in the years to come.

5.04b WHEREAS, Keith Austin, member of the Palmyra Borough Board of Education; and

WHEREAS, in recognition of his dedication to the students of the Borough of Palmyra for the period of

2004 through 2017; and

WHEREAS, he honorably served the community of Palmyra Borough with fairness and professionalism;

NOW THEREFORE BE IT RESOLVED, that we, the Members of the Board, do hereby extend to Keith Austin our sincere and grateful appreciation for his dedicated service to the Palmyra Board of Education, and our best wishes to him for continued success, happiness, and good health in the years to come.

5.05 PTA

5.06 Fall Student Recognition

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 45 minutes 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 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.
- X 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.
- 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

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 action will be taken.

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

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

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

7 Return from Executive Session

8 Reports

8.01 Superintendent

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 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 for November 2017

11.01b +Fire/Safety/Bus Drills for November 2017

11.01c +Health Report for November 2017

11.01d +HIB Report for November 2017

11.01e +Student Safety Data Report for November 2017

11.01f Approve the following field trip chaperones:  
Linda DeMarco, Joe DeMarco

11.01g Approve the following volunteers:  
Evamarie Adamczyk, Kimberly Albright, Aundrey Peltz

11.01h Approve Mr. Clayton Tennison as a paraprofessional athletic aide for Winter Track pending criminal history clearance.

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

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

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

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

11.02a +Check Register for October 2017 representing hand and machine checks totaling \$1,631,686.77

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

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

11.02d +Transfer Report for October 2017

11.02e +Board Minutes:

- Regular Meeting of November 8, 2017
- Executive Session of November 8, 2017

11.02f Professional Development:

<u>Staff Member</u>	<u>Name/Date of Workshop/Travel</u>	<u>Location</u>	<u>Cost</u>
Travis DiMartino	Strategies! Strategies! Strategies!	Voorhees	\$259.00

	Strengthen Your Writing Instruction to Significantly Increase Students' Writing Skills 1/29/18		
Jen VanZandt	Train the Trainer Conference 2017 ELA STEM & Technology 12/13	East Windsor	\$199.00
Karen DeCesare	Train the Trainer Conference 2017 Math, STEM, & Technology 12/14	East Windsor	\$199.00
Stacy Pogoda	NJ State Conference for Pre-Kindergarten Teachers 2/26-2/27	Atlantic City	\$419.00
Rob Reimer	NJASA TechSpo 1/25-1/26	Atlantic City	\$562.00
Dave Ritchie	NJASA TechSpo 1/25-1/26	Atlantic City	\$562.00
Jeff Moore	All SJ Regional Band Auditions on 12/16/17 (date change from 12/9/17 due to weather conditions)	Absegami HS	\$39.00
Jeffrey Moore	NJMEA State Music Conference 2/22 – 2/24/2018	New Brunswick	\$292.88
Jack Geisel	Pearson NGSS Workshop 12/8	Mt. Laurel	\$0.00
Christina Birch	Student Assistance Professionals of NJ Conference 2/9-2/10	Princeton	\$340.50

- 11.02g Approval for student #3105749020 to attend YALE School, Cherry Hill, for the remainder of the 2017-2018 school year at a tuition rate of \$51,687 pro-rated effective 12/08/2017.
- \*11.02h Approval for student #5593188141 to attend Burlington County Special Services School District Elementary Campus for the remainder of the 2017-2018 school year at tuition rate of \$41,963 pro-rated effective 11/14/2017.
- 11.02i Accept the donation of ten Samsung Chrome Books that were funded by Michael Scappa in the amount of \$1,271.00 from Mrs. Amanda Ehret. The Chrome Books will be utilized in the classroom and shared with 5<sup>th</sup> and 6<sup>th</sup> grade classes.
- 11.02j Accept the donation of five Chrome Books that were funded by Alpha Home Fashions for Mrs. Michaels' Fourth grade class.

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

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

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

12 Old Business

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

- 12.01a Approve no action being taken on NJ SBA Delegate Assembly motions, 15.01b and 15.01c, from 11/08/2017, which were listed in error and tabled last month.
- 12.01b Approve the Memorandum of Agreement with Law Enforcement for the 2017/2018 school year (tabled item 15.01 from 11/08/2017).
- 12.01c Approve the Memorandum of Understanding for Live Streaming for 2017-2018 school year (tabled item 15.01 from 11/08/2017).

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

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

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

13 Personnel

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

13.01a Appoint Ms. Stacy Saia as After School Care Academic Planner for the 2017/2018 Core Learning Program at a stipend of \$2,000.

13.01b Appoint Kristen Tyler and Devon Murtagh as the After School Care Academic Coordinators for the duration of the 2017/2018 Core Learning Program at an hourly rate of \$33.00 for all hours worked, not to exceed a total of 70 hours each.

13.01c Approve the following After School Academic Staff appointments for the 2017/2018 Core Learning Program at a rate of \$33.00 per hour for the period of 1/8/18 through 3/23/18 for a total cost not to exceed \$14,000.

Raleigh Ruff	Agatha Williams	Catherine Blatchley
Amanda Milewski	Stephanie Cancglin	Barbara Vieira
Kristen Marrazzo	Elizabeth Follis	Jennifer Walter
Carrie Tretola	Lauren Schmidt	Donica Sico

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

13.02a Approve Brian J. McBride, Superintendent of Schools, in support of his doctoral studies at Stockton University, to conduct research for his Dissertation in Practice within the Palmyra School District for the period January 2018 through May 2019.

13.02b Approve the following substitutes:

<u>Name</u>	<u>Position</u>	<u>Rate of Pay</u>
Zachariah W. Stosius	Teacher	\$70.00 per diem
Christopher Notte	Teacher	\$70.00 per diem

13.02c Approve Zachariah W. Stosius as the Assistant Wrestling Coach for the 2017-2018 school year at a stipend of \$4000.00.

13.02d Approve the following students from Rutgers Camden for Spring 2018 Practicum from January 22, 2018 to May 14, 2018:

<u>Name</u>	<u>Cooperating Teacher</u>
Kevin Kahler	John Yoon (Chemistry)
Melissa LaVigna	Laura Masich (Mathematics)
Ryan Weightman	Eric Mehler (Mathematics)
Bryan Donahue	Ken Miller (Social Studies)

13.02e Approve Barbara Mang, student at TCNJ, to do her graduate school internship as a Student Assistance Coordinator from January 2018 to May 2018 under the guidance of Christina Birch.

13.02f Approval for Lorita Foster and Eric Mehler to teach SAT Prep courses, at \$33.00 per hour for the period of February 12, 2018 to May 4, 2018 at a total cost not to exceed \$1056.00.

13.02g +Accept a letter of intent to retire from Valetta K. Jenking effective February 1, 2018.

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

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

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

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 family medical leave for employee #68775287 from 11/20/2017 to 12/01/2017.

13.03b Approve Ms. Holly Skowronski as a long term teacher replacement for grade 1 from 11/21/2017 through 12/08/2017.

13.03c Request to Enroll in Graduate Course and Apply for Tuition Reimbursement:

<u>Staff Member</u>	<u>Course/Dates/University</u>	<u>Reimbursement Cost</u>
Amanda Milewski	EDC 5010 Curricular Leadership for the Inclusive School/1-22-18 to 3-19-18/Georgian Court Univ.	Per the negotiated agreement

13.03d Approve the following students from Rutgers Camden for Spring 2018 Practicum from January 2-12, 2018:

<u>Name</u>	<u>Cooperating Teacher</u>
Kristen Hearn	Michelle Mills (kindergarten)
Michael Kosmaczwski	Catherine Blatchley (grade 2)

13.03e Approve Michael Kosmaczwski for Spring 2018 Student Teaching from January 17, 2018 to May 4, 2018 under the guidance of Catherine Blatchley (grade 2).

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

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

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

14 Business, Finance and Operations

14.01 Certification

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

14.02 BE IT RESOLVED that the following Business, Finance and Operations actions are hereby approved as recommended by the Superintendent:

- 14.02a Approve the purchase of a used commercial freezer from The Breakfast Nook, Cinnaminson, NJ for \$400.00.
- 14.02b +Accept the 2016/2017 Audit as presented and discussed on November 29, 2017. A copy of the audit summary has been made available to the public and for distribution.
- 14.02c +Accept the 2016/2017 Audit recommendation as presented and discussed.
- 14.02d +Approve the 2016/2017 Corrective Action Plan (CAP), related to the audit, signed by the Superintendent and the School Business Administrator as presented and discussed.
- 14.02e +Approve and submit to the Burlington County Office of Education the following for the 2017/2018 school year:
- Comprehensive Maintenance Plan (CMP) and
  - Annual Maintenance Budget Worksheet (M-1 Report)

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

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

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

## 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 Approve student #651702034, to compete in the BCSL Swim Open at BCC on February 2, 2018 and the South Jersey Open at GCIT on January 27, 2018 and any additional NJSIAA open competitions student may qualify for. This activity will be overseen by Athletic Director, Mike Papenberg, and PHS teacher, Danielle Willard, (reimbursed at site manager stipend for the events at a total cost not to exceed \$200.00). Entry fees will be paid by the Palmyra School District and transportation provided by the parents.

15.01b Approve the following fundraising activities:

- Yearbook Club to sell old yearbooks from previous years until supplies run out.
- PHS Wrestling to sell sponsorships to be displayed on wrestling t-shirts beginning on December 14, 2017.
- Sophomore class to hold Ham for the Holidays Collection to collect \$0.25 from students and staff to provide hams for St. Francis Inn Soup Kitchen, Phila. Collection to run 12/12/2017 to 12/15/2017.
- PHS Art Boosters to host Broadway Pancake Breakfast in the Palmyra Community Center. Students to set up on 1/27/18 from 6pm-9pm. Students to work at event on 1/28/18 from 6am-2pm.
- Boys Tennis to run Snack Stand at Middle School Basketball games 12/14/2017 to 2/17/2018
- NHS and NJHS
  - Hero's Journey to Adopt-a-Classroom for the US Virgin Islands in order to collect classroom supplies for schools affected by hurricanes Irma and Maria. Collection to take place 12/15/17 until 6/15/18 at PHS.
  - Gift Wrapping Night at Riverton Country Club on December 19, 2017
- Junior Student Council:



- Hold bake sale at PHS on the 1<sup>st</sup> Wednesday of each month beginning January, 2018. Money raised will offset cost of annual Great Adventure trip.
- Hold dress down days on 1/19/18 and 4/6/18 at PHS. Money raised will offset cost of purchasing club t-shirts.

15.01c Approve the following educational field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
12/15/17 (change in date)	ChristKindlMarkt Bethlehem, PA	Gr. 9-12/German/Ms DeMarco (No cost to the District)
*12/20/17 (change in date)	Charles Street School and Riverton School	Jr/Sr Concert Band/Marching Band/ Mr. Moore (Board sponsored)
5/11-5/13/2018	Washington, DC	Marching Band/Mr. Moore (No cost to the District)
01/04/2018	Camden County College for Leadership Conference	Grades 7-12/Mr. Gore, Mr. Morgan

15.01d Student Activities:

- Change in date for preapproved Blood Drive from February 23<sup>rd</sup> to February 14<sup>th</sup>, 2018.
- Palmyra District Comic-Con February 23, 2018 from 5:30 to 8:30 pm at Palmyra High School for the purposes of community engagement and fundraising to support the Future Ready Schools Initiative for the Palmyra School District.

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

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

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

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

15.02a Approve the following educational field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
12/19/17	Pennsbury Manor Morrisville, PA	Gr. 5/Ms. Plym (No cost to the District)

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

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

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

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

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

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

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

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