



PALMYRA BOARD OF EDUCATION
PALMYRA, N.J. 08065

Brian J. McBride
Superintendent of Schools

Administrative Office
 301 Delaware Avenue
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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

REORGANIZATION MEETING

AGENDA

January 3, 2018

The Board Secretary will act as temporary chair to conduct the meeting prior to the election of the President and Vice President of the Board.

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, and the Philadelphia Inquirer on December 22, 2017.

2 Moment of Silent Meditation

3 Salute to the Flag

4 Official Election Results

Three Year Term

One Year Term

5 The Board Secretary administers the oath of office to elected members: Judy Belton, John Liebe and Sean Toner.

6 Roll Call

Mrs. Amy Austin
 Mrs. Laurie Beck

Mrs. Judy Belton
 Mr. John Liebe
 Mr. John Quigg
 Mr. Mark Russell
 Mr. Nicolas Sarracino
 Mr. Sean Toner
 Mrs. Tonya Washington
 Mr. Jeffrey Elliot, Riverton Representative
 Beverly Representative
 Ms. Maura Scott, Student Representative

6.01 Board Secretary opens nominations for President of the Palmyra Board of Education and conducts vote.

*The Board Secretary relinquishes the chair to the Board President.

6.02 Board President opens nominations for Vice President of the Palmyra Board of Education and conducts vote.

7 Presentations

7.01 Students of the Month

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 PHSFEE

8.07 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 December
 - 11.01b +Fire/Safety Drills for December
 - 11.01c +Health Report for December
 - 11.01d +HIB Report
 - 11.01e +Student Safety Data Report for December

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 November 2017 representing hand and machine checks totaling \$1,305,766.60
- 11.02b +Board Secretary’s Report for November 2017 and the Treasurer’s Report for November 2017 which have been found to be in agreement.
- 11.02c +Transfer Report for November 2017
- 11.02d +Board Minutes:
 - Special Committee Meeting of the Full Board November 29, 2017
 - *Executive Session of November 29, 2017
 - Regular Meeting of December 13, 2017
 - Executive Session of December 13, 2017
- 11.02e Professional Development:

<u>Staff Member</u>	<u>Name/Date of Workshop/Travel</u>	<u>Location</u>	<u>Cost</u>
Amanda Ehret	Math Quest 1/29-1/30/2018	New York	\$270.00
Tracy Sokolowski	Math Quest 1/29-1/30/2018	New York	\$270.00

Motion: _____

Second: _____

Roll Call Vote by Full Board: _____

12 Old Business - None

13 Personnel

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

- 13.01a Approve the following substitute:

<u>Name</u>	<u>Position</u>	<u>Rate of Pay</u>
Timothy Kerrihard	Teacher	\$70.00/day

13.01b +Accept letter of resignation from Todd Reitzel effective date to be determined.

13.01c +Accept letter of resignation from Herman Mosteller, Jr effective December 31, 2017.

13.01d Approve the following chaperones for the Senior Trip March 13 to March 17, 2018: Ken Holloway, Alex Torrance, and Christina Birch.

Motion: _____

Second: _____

Roll Call Vote by Full Board: _____

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

13.02a Approve the following chaperones for the Charles Street School Winter Concert at a rate of \$21.00/hour for non-certified and \$31.00/hour for certified:

- | | | |
|-----------------|---------------------|--------------------|
| Barbra Webb | Kristina Stagliano | Katie Riggi |
| Lauren Quinn | Jessica Mullan | Michelle McCann |
| Jenna Mackey | Jacqueline Gaffney | Stephanie Cancglin |
| Darlene Keller | Lisa Eckhardt | Mary Pettrucelli |
| Donna Aaronson | Catherine Blatchley | Amanda Ehret |
| Joseph DeFranco | | |

13.02b +Accept a letter of resignation from Cindy Palmer effective December 22, 2017.

13.02c +Accept letter of intent to retire from Darlene Keller effective June 30, 2018.

13.02d +Approve paid medical leave for teacher #49155674 utilizing accumulated sick time with anticipated dates of May 28, 2018 through June 15, 2018.

13.02e Approve Victoria Dixon to work in the After School Program at \$8.50/hour.

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 November 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.

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 Corrective Action Plan (CAP) for the Department of Agriculture – Division of Food & Nutrition Administrative Review, both financial and operational.

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 That the Board hereby adopts the current Board policies, procedures and practices and all current appointments and contracts currently in force through December 31, 2017.
- 15.01b The following list of dates for the regular meetings of the Palmyra Board of Education are hereby approved by the Board until the next reorganization meeting as per Board of Education Policy.

2018 Board Meetings

All such meetings are to be held on the second Wednesday of each month at 7:00 p.m. in the Delaware Avenue All Purpose Room, 301 Delaware Avenue, Palmyra, New Jersey 08065, except where noted. Action will be taken at these meetings

January 3, 2018
 February 14, 2018
 March 14, 2018 (Preliminary budget approval & Winter Sports recognition at DAS)
 April 11, 2018
 May 9, 2018 (Public Budget Hearing)
 May 16, 2018 (Budget Adoption & Spring Sports Recognition at CSS)
 June 13, 2018
 July – No meeting
 August 8, 2018
 September 12, 2018
 October 10, 2018
 November 14, 2018
 December 12, 2018 (Meeting to be held at PHS)
 January 9, 2019 (Reorganization)

- 15.01c The following list of dates for the committee meetings of the Palmyra Board of Education are hereby approved by the Board until the next reorganization meeting as per Board of Education Policy.

2018 Committee Meetings

January 24, 2018
 February 21, 2018
 March 21, 2018
 April 25, 2018
 May 23, 2018

July 25, 2018
August 29, 2018
September 26, 2018
October 24, 2018
November 28, 2018

Motion: _____

Second: _____

Roll Call Vote by Full Board: _____

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

15.02a *Approve, in accordance with P.L. 2017 c. 162, designating Brian J. McBride, Superintendent of Schools, as the district’s School Safety Specialist for the 2017-2018 and 2018-2019 school years, and to approve his required attendance and travel to the NJ Department of Education (NJ DOE) School Safety Specialist Academy.

15.02b Approval for student #6154513656 on homebound instruction effective 12/14/2017 until further notice as per doctor’s recommendation.

15.02c *Approve the Marching Band, in conjunction with the Palmyra Band Boosters, use of Palmyra High School for a Tournament of Bands Indoor Guard Show on Saturday, January 27, 2018 from approximately Noon to 10 PM. Any labor or miscellaneous costs borne by the Board of Education for executing this event will be promptly reimbursed by the Palmyra Band Boosters via proceeds from holding aforementioned event.

15.02d Approve the following fundraising activities:

- Class of 2020 to hold salsa sale from 3/1/2018 to 3/22/2018 for \$7.00/jar.
- Palmyra Marching Band to sell concessions in the cafeteria during their indoor Color Guard and Drumline Show on 01/27/2018.
- Panther Con to sell memorabilia (including t-shirts, poster and magnets) from 1/11/2018 to 2/28/2018.
- Panther Con to hold dress down day at PHS, CSS and DAS on 1/19/2018 and 2/23/2018.

15.02e Approve the following student activities:

- “Point of View” multi-media assembly, on January 22, 2018, for grades 7 to 12 to give students a new perspective on violence, racism, intolerance and harassment in the world.
- Renaissance to host a night at the Phillies on Monday, May 21, 2018.

15.02f Approve the following educational field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
2/6/2018	RCBC Mt. Laurel for Becoming a Critical Consumer	Consumer Affairs Club/Mr. Dyl

Motion: _____

Second: _____

Roll Call Vote by Full Board: _____

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 *Approval to use Brett DiNovi & Associates LLC to provide 1:1 Clinical Associate Aide for general education student #4361160244 starting January 8, 2017 for the remainder of the 2017-2018 school year (pro-rated cost \$34,912.50).

Motion: _____

Second: _____

Roll Call Vote by Palmyra 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:

 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 its return from closed session, the Board will take action.

Motion: _____

Second: _____

Voice Vote by Full Board: _____

17 Return from Closed Session

Motion: _____

Second: _____

Voice Vote by Full Board: _____

18 Executive Session Actionable Items

19 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.

19.01 Recognition of members of the Public

19.02 Recognition of members of the Board

20 Adjournment

Motion: _____

Second: _____

Voice Vote by Full Board: _____

Time: _____