



PALMYRA BOARD OF EDUCATION

PALMYRA, NJ 08065

Brian J. McBride
Superintendent of Schools

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

William R. Blatchley
*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

February 14, 2018

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 February 9, 2018.

2 Moment of Silent Meditation

3 Salute to the Flag

4 Roll Call

Mrs. Amy Austin
Mrs. Laurie Beck, Vice President
Mrs. Judy Belton
Mr. John Liebe
Mr. John Quigg
Mr. Mark Russell, President
Mr. Nicolas Sarracino
Mr. Sean Toner
Mrs. Tonya Washington
Mr. Jeffrey Elliot, Riverton Representative
Beverly Representative
Ms. Maura Scott, 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 in approximately 30 minutes following the end of the closed session.

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 action will be taken.

Motion: _____

Second: _____

Voice Vote by Full Board: _____

7 Return from Executive Session

Motion: _____

Second: _____

Voice Vote by Full Board: _____

8 Reports

8.01 Superintendent

- 8.01a NJ School Performance Reports
- 8.01b ESSA
- 8.01c Dr. Clarence B. Jones Institute

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

8.07 PHSFEE

9 Correspondence

9.01 +Thank you card from Debbie Burkholder

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 January 2018

11.01b +Fire/Safety/Bus Drills for January 2018

11.01c +Health Report for January 2018

11.01d +HIB Report for January 2018

11.01e +Student Safety Data Report for January 2018

11.01f Approve Mr. Daniel George and Mr. Daniel Mackafee as a paraprofessional athletic aides, for Baseball and Softball respectively, pending criminal history clearance

11.01g +Approve Chelsea Cahill to complete 10 hours of service learning for a course at Rowan University between the dates of 2/23/2018 and 4/27/2018 pending criminal history clearance.

11.01h Approve Mr. John Sacca as a homebound instructor for the remainder of the 2017-2018 school year.

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 January 2018 representing hand and machine checks totaling \$1,824,807.18.

- 11.02b +Board Secretary’s Report for December 2017 and Treasurer’s Report for December 2017 which have been found to be in agreement.
- 11.02c +Transfer Report for January 2018
- 11.02d +Board Minutes:
 - Regular Meeting of January 2018
 - Executive Session of January 2018
- 11.02e +Approve the use of CSS Library and/or Computer Lab for one (1) monthly NJPSA Leaders To Leaders meeting from 4:30 to 6:00 pm, dates to be determined.

11.02f Professional Development:

<u>Staff Member</u>	<u>Name/Date of Workshop/Travel</u>	<u>Location</u>	<u>Cost</u>
Stacy Saia	AMTNJ Conference 2/7/18	Monroe, NJ	\$179.00
Bobby Morgan	Dealing w/ difficult Students 2/26/18	Blackwood,NJ	\$149.00
Lisa Muir-Jablonski	Education for Homeless Children & Youth Statewide Tech. Asst. 3/23/18	Princeton, NJ	\$0.00
Kristen Holcomb	Helping Challenging Young Children Succeed 3/19/18	Voorhees, NJ	\$249.00
Kristen Tyler	Annual WINNERS! Workshop: A Look 100 Best Books for Children PK-6 5/17/18	Voorhees, NJ	\$209.00
Mark Pease	Medal of Honor Foundation Elementary Character Develop Training 3/28/18	Monroe, NJ	\$0.00
Jen VanZandt	IXL LIVE 2/20/18	Mt Laurel, NJ	\$75.00
Ron Holt	NJ B&G Association Convention	Atlantic City	\$281.86

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 +Accept a letter of intent to retire from Cheryl Bostock effective June 30, 2018.
- 13.01b Approve Kelly Jones as an additional central detention teacher for the remainder of the 2017-2018 school year.

13.01c Approve the following substitutes:

<u>Name</u>	<u>Position</u>	<u>Rate of Pay</u>
Maria Brenner	Teacher	\$70.00/day (pending background check)

Motion: _____

Second: _____

Roll Call Vote by Full Board: _____

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

13.02a +Approve paid medical leave for teacher #20423778 utilizing accumulated sick time with anticipated dates of May 7, 2018 through August 31, 2018.

13.02b +Approve paid medical leave for teacher #97338388 utilizing accumulated sick time with anticipated dates of May 7, 2018 through June 14, 2018.

13.02c Approve non-paid medical leave of absence for teacher #63698203 beginning January 26, 2018.

13.02d Approve family medical leave for employee #68775287 beginning January 19, 2018.

13.02e Approve Ms. Holly Skowronski as a long term teacher replacement for Grade 1 from January 19, 2018 for the remainder of the 2017-2018 school year.

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 December 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 That Mr. William R. Blatchley is hereby appointed the Agency Compliance Officer, Purchasing Agent Compliance Officer, and Custodian of School Records.

14.02b That approval is granted for checks drawn on the Palmyra School District General Account, #1000585209, Payroll Account, #1000585214 and Agency Account #1000585228 in Investors Bank, be signed by the Board President or Vice President, Business Administrator, and School Treasurer and,

that approval is granted for checks drawn on the Palmyra School District Unemployment Insurance Account, #1000585247, Cafeteria Account, 1000585252, Child Care Account, 1000585266, Flexible Spending Account, 1000585271, and Reserve Account, 1000585285 in Investors Bank, be signed by the Superintendent and the Business Administrator, and

That approval is granted for checks drawn on the Palmyra School District Student Activity Account, #1000585233 in Investors Bank, be signed by the Superintendent and the Business Administrator.

- 14.02c WHEREAS, William R. Blatchley, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate and,

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1 , 2015 has set the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, at \$40,000;

NOW, THEREFORE the Palmyra Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes William R. Blatchley to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the established bid threshold amount.

FURTHER, that the governing body hereby appoints William R. Blatchley as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

- 14.02d THAT by the School Board of Palmyra Public Schools, County of Burlington, state of New Jersey, that it hereby appoints William R. Blatchley as the School Alliance Insurance Fund Commissioner and,

FURTHER that copies of this Resolution be forwarded to the School Alliance Insurance Fund.

- 14.02e THAT the Business Administrator is authorized to process invoices for payment with Board confirmation at the next regular meeting. The Business Administrator is authorized to complete account transfers with Board confirmation at the next regular meeting.

- 14.02f The Board has determined that expenses incurred by the School Business Administrator as part of his job responsibilities are necessary and unavoidable and outside of the Board's travel policy in accordance with the terms and conditions of the Business Administrator's employment contract.

- 14.02g Student #5145721360 to attend Cinnaminson School District from January 18, 2018 and terminating on June 13, 2018 as per the requirements of the McKinney-Vento Act. Cost: \$8,427.36.

- 14.02h Student #6321931460 to attend Beverly City School District from September 7, 2017 and terminating on January 31, 2018 as per the requirements of the McKinney-Vento Act. Cost: \$6,785.00.

- 14.02i Student #5024318501 to attend Beverly City School District from September 7, 2017 and terminating on January 31, 2018 as per the requirements of the McKinney-Vento Act. Cost: \$6,785.00

- 14.02j *Accept the 2018 Title 1 School Improvement Award allocation for Palmyra High School in the amount of \$123,538.

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 the 2018-2019 School Calendar

15.01b Approve the following new policies/regulations:

- P 5516.01 +Student Tracking (1st reading)
- P 7425 +Lead Testing of Water in Schools (1st reading)
- P 9242 +Use of Electronic Signatures (1st reading)

15.01c Approve the following revised policies/regulations

- P 3437 +Military Leave (revised)
- P 4437 +Military Leave (revised)
- P 8507 +Breakfast Offer Versus Serve (OVS) (revised)
- R 5460.1 +High School Transcripts (revised)
- R 7101 +Educational Adequacy of Capital Projects (revised)
- P & R 7440 +School District Security (revised)
- P & R 7441 +Electronic Surveillance in School Buildings and on School Grounds (revised)
- P 8630 +Bus Driver/Bus Aide Responsibility (revised)
- R 8630 +Emergency School Bus Procedures (revised)

15.01d Approve the following fundraising activities:

- The German Club to hold a dine and donate night at PJ Whelihans, Maple Shade, on 2/15/2018 and at Panera, Delran, on 3/8/2018 to help fund their 2019 trip to Germany.
- The German Club to hold a Joe Corbi's Pizza and Cookie Sale from 2/20/2018 to 3/9/2018 to raise money for their 2019 trip to Germany.
- The German Club to sell gummy bears from 4/9/2018 and 4/30/2018 at PHS to raise money to help cover busses for class trips and fees for the NHS Induction Ceremony.
- The Senior Trip 2018 to host a volleyball/pickleball tournament on 3/7/18 at 6:30 pm in the high school gym. The cost would be \$5 to play, \$2 to watch and \$1 donation only.
- The 7th/8th grade trip to hold a dine and donate at Chipotle, Cinnaminson on 2/20/2018 with proceeds going toward reducing the cost of the trip.
- The PHS Marching Band to hold a Rita's Water Ice Spirit Night on 4/23/2018 and a Rita's Discount Card Sale from 4/16/2018 to 5/14/2018 or while supplies last.
- The PHS Marching Band to sell Save Around Coupon Books from 2/15/2018 to 3/5/2018.
- The PHS Soccer Boosters to sell hoagies in the Legion Field Concession Stand at the Palmyra Softball Tournament on 4/21/2018 from 7am – 1pm to raise money for the boys and girls soccer programs.
- The PHS Track and Field Team to hold a "snap-raise" fundraiser social media and email campaign from 3/16/2018-4/16/2018 to raise money for extra equipment and team gear.

- The Student Council to hold a Saturday afternoon buffet at Whistler’s Inn, Cinnaminson, date TBA in April/May 2018 with proceeds from ticket sales going to Student Council.
- The PHS Football Team to run a 5k Fun Run using the PHS Stadium and track as the start/finish line on the morning of 4/29/2018. Proceeds will go toward team meals/ equipment/apparel.
- The PHS Athletics Hall of Fame to hold a dress down day at PHS on 4/27/2018 to raise money for HOF plaques and for a deposit on a facility for the fall HOF induction.

15.01e Approve the following educational field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
2/10/2018	+BurlCo Middle School Tech Challenge	Robotics Club//Mr. Yoon Mr. Gore
2/28/2018	Rutgers Camden- College Spanish Class	Spanish NHS/Ms. Salvo
5/10/2018	Hope Community Charter School, Camden	Spanish NHS/Ms. Salvo
3/12/2018	RCBC Mt Laurel campus tour & course selection	Gr 12/Ms. Crean
5/21/2018	Phillies Home Game (45 tickets available)	PHS/Mr. Mehler & Ms. Levins (Renaissance)

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 Princeton Research Study titled “Language Learning: Sounds, Words and Grammar” to be conducted at Charles Street in grades Kindergarten and First with parental consent and at no cost to the district.

15.02b Approve the following educational field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
5/1/2018	Palmyra Nature Cove	Gr.3/Ms. O’Connell
4/20/2018	NJ State House & NJ State Museum	Gr.4/Ms.Michaels, Ms.Falcone, Ms.Gerner and Ms.Ruff
3/7/2018	Cinnaminson Memorial School- G&T Problem Solving Event	Gr.4/Ms. Falcone
5/3/2018	Adventure Aquarium, Camden	Gr.2/Ms.McCann, Ms.Blatchley, Ms. Mackey, Ms Riggi
6/7/2018	FunPlex, Mt Laurel	Gr.6/Ms.Tyler,Mr.Devlin,Mr. Straeter, Ms.Odgers,Mr.Graff, Ms.Weston,Ms.Ehret Sub

Motion: _____

Second: _____

Roll Call Vote by Palmyra Board: _____

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

16.01a General Comments

16.01b Public feedback on the Grade Middle School Reconfiguration

16.02 Recognition of Members of the Board

16.02a Establishment of a Board Calendar

16.02b Establishment of an ad hoc committee for long range planning and work related to middle school near term plans

16.02c Middle school establishment

16.02d Discussion of improvement to Board material management with goal to modernize

16.02e Strauss Esmay Public Access

16.02f +Continued discussion on Board Development and Certification.

17 Adjournment

Motion: _____

Second: _____

Voice Vote by Full Board: _____

Time: _____