



PALMYRA BOARD OF EDUCATION

PALMYRA, NJ 08065

Brian J. McBride
Superintendent of Schools

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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

March 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 March 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 Reports

6.01 Superintendent

6.02 Board Committees

- 6.02a Policy & Curriculum
- 6.02b Finance & Physical Plant
- 6.02c Human Resources & Negotiation
- 6.02d Strategic Ad-hoc Committee

6.03 Sending District Reports

- 6.03a Beverly
- 6.03b Riverton

6.04 Student Representative

6.05 PTA

6.06 Borough Liaison

6.07 PHSFEE

7 Correspondence

8 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.

9 Routine Business

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

- 9.01a +Enrollment for February 2018
- 9.01b +Fire/Safety/Bus Drills for February 2018
- 9.01c +Health Report for February 2018
- 9.01d +HIB Report for February 2018
- 9.01e +Student Safety Data Report for February 2018

Motion: _____

Second: _____

Voice Vote by Full Board: _____

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

- 9.02a +Check Register for February 2018 representing hand and machine checks totaling \$3,208,261.94
- 9.02b +Board Secretary’s Report for January 2018 and the Treasurer’s Report for January 2018 which have been found to be in agreement.
- 9.02c +Transfer Report for February 2018
- 9.02d +Board Minutes:
 - Regular Meeting of February 14, 2018
- 9.02e Professional Development:

<u>Staff Member</u>	<u>Name/Date of Workshop/Travel</u>	<u>Location</u>	<u>Cost</u>
Kim Martino	Making the Best Use of Technology In Your School Library to Enhance Student Learning	Voorhees	\$249.00

Motion: _____

Second: _____

Roll Call Vote by Full Board: _____

10 Old Business

11 Personnel

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

11.01a *Approve the following substitutes:

<u>Name</u>	<u>Position</u>	<u>Rate of Pay</u>
Karen Jacobs	Teacher	\$82.50/day (pending background check)

11.01b Approve the following students from Rutgers Camden for Spring 2018 Practicum from May 10, 2018 to May 23, 2018 pending completed Criminal History Background Checks:

<u>Name</u>	<u>Cooperating Teacher</u>
Bryan Fox	Mr. Slocum/Social Studies
Thomas Milicia	Mrs. Foster/English
Bryan Donahue	Mr. Sheel/History

11.02c Approve the following student from Rutgers, Camden for Fall Student Teaching Placement from September 5, 2018 to December 14, 2018:

<u>Name</u>	<u>Cooperating Teacher</u>
Jeremy Lopez	Ms. DeCesare

11.01d +Approve Steve Deo to complete his 150 hours Internship with NJ Excel during the remainder of the 2017-2018 school year, at no cost to the District, pending Criminal History Background Check.

Motion: _____

Second: _____

Roll Call Vote by Full Board: _____

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

11.02a +Accept a letter of resignation from Donna Ward effective February 20, 2018.

11.02b Approve Michael Kosmaczewski to work in the After School Program at \$9.50/hour.

11.02c Approve Malik Muriel to work in the After School Program at \$8.60/hour.

11.02d Approve the following student from Rutgers, Camden for Fall Student Teaching Placement from September 5, 2018 to December 14, 2018:

<u>Name</u>	<u>Cooperating Teacher</u>
Rebecca Chromiec	Ms. Holcomb (9/5-10/19)/Ms. McCann (10/22-12/14)

Motion: _____

Second: _____

Roll Call Vote by Palmyra Board: _____

12 Business, Finance and Operations

12.01 Certification

Pursuant to NJAC 6:20-2.13(e), we certify that as of January 31, 2018 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.

Noted exception that major account 11-000-221-XXX indicates a negative balance of \$6,185 resulting from an expenditure posted prior to 1/31/18 (close of reporting period) and a transfer posted on 2/1/18 (beginning of the next reporting period).

Motion: _____

Second: _____

Roll Call Vote by Full Board: _____

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

Pursuant to the solicitation for quotes that The Breaker Group of Mount Holly, NJ be awarded contracts totaling \$31,094 for the repair and/or replacement of sound systems in the Palmyra High School auditorium, gymnasium and stadium in accordance with N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4.

Motion: _____

Second: _____

Voice Vote by Full Board: _____

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

That the Palmyra Fire Department is permitted use of a school bus for civic, social and recreational purposes on May 23, 2018 to attend a Phillies baseball game in accordance with N.J.A.C 6A:27-7.8. The Palmyra Fire Department will provide “services in kind” to offset the cost of fuel and wear and tear. Driver costs are being donated by the driver.

Motion: _____

Second: _____

Voice Vote by Full Board: _____

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

12.04a That the following donations made in support of the Panther Con Community Event be recognized and accepted:

- PTA donated a Family Game Bundle Prize Pack with several board games, snacks, and a Dominoes gift card
- PHSFEE donated the Amazon Echo and the Sony Wireless Headphones for the digital media bundle
- The Blatchley Family donated the Nintendo Switch
- Ray Fisher, NJ Native and Justice League actor, donated the Cyborg Bundle comprised of his personal Justice League hooded sweatshirt and a signed Cyborg poster
- The McBride Family donated the Star Wars Droid Bundle- including a Sphero R2D2 app-enabled droid, a BB-8 3-D wood model, a stainless steel insulated mug, a BB-9E plush toy, and \$30 in Regal movie gift cards
- Amanda Milewski donated the 6 month Crunch Fitness Membership.
- DiVincenzos donated a gift card for \$20
- Mannys donated two gift cards (each for a large pizza and a 2-liter)
- Georgettis donated a gift card (dinner for four)
- Milanese donated a gift card for \$20
- Luke and Kristin Tyler (through their organization, Soccer Development Schools) donated over \$100 worth of prizes to the redemption center
- Dr. John Russell donated the Joker Batcave Lego Set, the Star Wars Rathtar Escape Lego Set, the Harley Quinn Cannonball Attack Lego Set, the Star Wars First Order Transporter Lego Set, the Millenium Falcon Lego set, the various plush toys in the Disney baskets, the 4 foot Talking Darth Vader Battle Buddy,
- Stacy Saia donated the \$25 iTunes gift card, the Moana/Frozen Prize Pack, the Harley Quinn Dorm Lego Set, the \$20 Smoothie King gift card, and the \$50 GameStop gift card.
- The HartmanFamily donated the two Lego Superhero DVDs, plush toys for the bundles, and all of the candy for the movie night prize bundles.
- Lisa and Ron Jablonski donated over twenty Disney, Star Wars, and Hero DVD to fill the various prize bundles and even redemption center bundles.
- Catherine Blatchley donated a Superhero Fun Bundle for the redemption center, with a variety of superhero snacks, color/puzzle books, and games.
- Nutriserve donated the pizza, hot dogs, and chips for 550 people.
- Boost donated 8 gallons of boost and 600 cups

- Lee and Eric Stoner donated the superhero scene backdrop for the cafeteria.
- Several staff donated baked goods and snack for the evening (Karen Adams, Kathy Myers, Katie Salvo, Liz Follis, Sam Crean, Danielle Willard, Katie DeMarco, Pat Holt, Cheryl Bostock, Dorie Cecchini, Lorita Foster, Katie Riggi, Jenna Mackey, Kristin Tyler, Lisa Eckhardt, Lauren Schmidt, Melanie Gerner, Jessica Mullan, Matt Dyl, JC Slocum, Bill Donley)
- L&M Bakery donated “end of day” donuts (Thank you to Eric Mehler for coordinating this)
- OnCourse donated \$1,000 to the event

12.04b That the following donations made in support of Palmyra High School be recognized and accepted:

- PHSFEE \$7,800 which the district has decided to apply to the purchase of chrome books

Motion: _____

Second: _____

Voice Vote by Full Board: _____

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

Transfer \$1,423.85 in Student Activity funds in accordance with District Policy 6660 which states that, “Any funds accumulated in an individual student activity account that are unexpended or unallocated for use after the student activity is no longer active, discontinuance of the activity or a class has graduated shall revert to the school’s class accounts in an equal proportion,” as follows:

From: Class of 2017 - \$1,371.05 and Disney World 2017 – \$52.80
 To: Class of 2018 - \$355.96
 Class of 2019 - \$355.96
 Class of 2020 - \$355.96
 Class of 2021 - \$355.96

Motion: _____

Second: _____

Voice Vote by Full Board: _____

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

That the Palmyra Board of Education includes in the proposed budget \$211,500 to be transferred from the district Maintenance Reserve account. The additional funds are included in the base budget and will be used to pay for the maintenance and upkeep of district facilities.

Motion: _____

Second: _____

Voice Vote by Full Board: _____

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

That the tentative 2018-2019 budget be approved and the Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	Special Revenues	Debt Service	Total
Total Expenditures	16,770,752	478,937	1,187,875	18,437,564
Less: Anticipated Revenue	<u>7,405,528</u>	<u>478,937</u>	<u>196,931</u>	<u>8,081,396</u>
Taxes to be Raised	9,365,224	0	990,944	10,356,168

And to advertise said budget in the Burlington County Times in accordance with the form suggested by the State Department of Education and according to law; and

That a public meeting be held on May 2, 2018 at 7:00pm in the Delaware Avenue School All Purpose room for the purpose of conducting a public hearing on the 2018-2019 budget.

Motion: _____

Second: _____

Voice Vote by Full Board: _____

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

WHEREAS, P.L. 2007, c. 53 legislation, An Act Concerning School District Accountability, Section 15:6(p) requires that school districts establish a maximum travel expenditure amount for the upcoming 2018-2019 school year, and,
 WHEREAS, the approved 2018-2019 budget of the Palmyra School District contains line item appropriations for travel expenditures for teaching staff, administrators, and Board of Education members, that the maximum travel expenditure amount for the 2018-2019 school year shall not exceed \$30,000.

Motion: _____

Second: _____

Roll Call Vote by Full Board: _____

13 Policy & Curriculum

13.01 Be it resolved that the following actions, pertaining to the Dr. Clarence B. Jones Institute for Social Advocacy at Palmyra High School, are hereby authorized and approved by the Board of Education:

Effective March 15, 2018, all legal, fiduciary, and governing responsibility is hereby transferred to the Governing Board of Directors of the Dr. Clarence B. Jones Institute for Social Advocacy recognized as an independent, 501(c)3 non-profit organization; and

Establishment of a Memorandum of Agreement between the Palmyra Board of Education and the Dr. Clarence B. Jones Institute for Social Advocacy by April 11, 2017; and

+Transfer of the remaining \$3,232.72 in donated funds from the Dr. Clarence B. Jones Institute for Social Advocacy at Palmyra High School account to the Dr. Clarence B. Jones Institute for Social Advocacy.

Motion: _____

Second: _____

Voice Vote by Full Board: _____

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

13.02a Approve the following new policy:

- P 0169.02 +Board Member Use of Social Networks (1st reading)

13.02b Approve the following new policies:

- P 5516.01 +Student Tracking (2nd reading)
- P 7425 +Lead Testing of Water in Schools (2nd reading)
- P 9242 +Use of Electronic Signatures (2nd reading)

13.02c Approve the following fundraising activities:

- The German Club to sell plastic Easter eggs filled with jellybeans and a note from 3/19/18 to 3/29/18 (eggs to be distributed 3/29/18) with proceeds going to their 2019 trip to Europe.
- The German Club to hold a Chipotle night on 4/24/18 at the Cinnaminson Chipotle. A percentage of Chipotle’s sales will be donated to the club for their 2019 trip to Europe.
- The PHS Boys Tennis Team to hold a Chipotle night on 4/2/2018 between 5pm and 9pm at the Cinnaminson Chipotle. A percentage of Chipotle’s sales will be donated to the team to go towards purchasing team gear for their upcoming season.
- The Senior Class to hold a decorating contest from 5/28/18 to 6/8/18. Beach balls and inflatable summer decorations will be placed in teachers’ rooms and teachers can donate money to move them to another classroom of their choice.
- The Senior Class to hold a pie throwing competition during Renaissance Day. The cost would be \$3 for a pie to throw at a teacher.
- The Senior class to hold a bad movie night on 5/9/18 in the auditorium from 5pm-8pm showing 2-3 movies with terrible ratings. Admission is free but there would be a cost to leave the auditorium. Refreshments would be sold as well.

13.02d Approve the following educational field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
4/27/18	Malaga Restaurant Hamilton Twp, NJ	Spanish NHS/Ms. Vaca

13.02e Approve the revised date of May 4, 2018 for Environmental Day due to a conflict with PARCC testing on the original date of April 24, 2018.

13.02f +Approve the 9th and 10th grade Shakespearean Festival on May 21, 2018 from 8am to 2:30pm in the Palmyra High School Auditorium.

Motion: _____

Second: _____

Roll Call Vote by Full Board: _____

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

- 13.03a Approve the following fundraising activities:
 - CSS to hold a “Penny Wars” competition from 4/20/18 to 5/14/18 culminating in a Staff vs. Student Volleyball Game on May 4th. Proceeds to go to the Ronald McDonald House.

- 13.03b Approve the following educational field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
5/16/18	Trenton Thunder Education in Baseball Day	5 th /6 th Baseball Club/Mr. Devlin

- 13.03c Approve a change in date to 4/12/2018 for Grade 4 G&T to attend the STEM Activities event at Cinnaminson Middle School (originally scheduled for 3/7/2018 and postponed due to weather).

Motion: _____

Second: _____

Roll Call Vote by Palmyra Board: _____

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

That the following changes to the Board Meeting Calendar be made to comply with the requirements imposed by the revised State of NJ Election/Budget Calendar.

Add - Special Meeting: Public Budget Hearing on May 2, 2018 at 7:00pm
 Modify - Regular Meeting: May 9, 2018 at 7:00pm, Budget Adoption
 Cancel – Regular Meeting: May 16, 2018 at 7:00pm

Motion: _____

Second: _____

Roll Call Vote by Full Board: _____

14 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.

- 14.01 Recognition of Members of the Public

- 14.02 Recognition of Members of the Board

- 14.02a Discuss establishing a date to conduct a full BOE Work Session for the purpose of Board goals and calendar.

15 Adjournment

Motion: _____

Second: _____

Voice Vote by Full Board: _____

Time: _____