



PALMYRA BOARD OF EDUCATION

PALMYRA, NJ 08065

Brian J. McBride, Ed.D.
Superintendent of Schools

Administrative Office
301 Delaware Avenue
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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

June 16, 2021 AGENDA

This meeting is being conducted in-person at the Delaware Avenue School and is open to the public.
This meeting will be streaming on our website: palmyraschools.com.
The meeting will also be broadcast on our FACEBOOK page: Palmyra School District.

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 Palmyra Post Office, Charles Street School, Palmyra Middle & High School, and the Board Offices, and mailed to the Palmyra Borough Clerk, Burlington County Times, and the Courier Post, on **June 11, 2021**.

2 Moment of Silent Meditation

3 Salute to the Flag

4 Roll Call

Sean Toner
Erica Campbell
Kate Allen-Yoakum
Amy Austin
Laurie Beck
Judy Belton

James Dickinson
John Liebe
Mark Russell
Joseph Russell, Student Representative
Leah Falicki, Riverton Representative
Beverly 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 following the end of the closed session, approximately **30 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:

- _____ Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public
- _____ Any matter in which the release of information would impair a right to receive funds from the federal government
- _____ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy
- _____ 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
- _____ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed
- _____ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection
- _____ Any investigations of violations or possible violations of the law
- 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 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
- _____ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility

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.

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

Return from Closed Session

Voice Vote by Full Board

Motion: _____

Second: _____

7 Reports

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

8 Correspondence – none

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 Consent Agenda Reports

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

- 10.01a +Enrollment Report – May 2021
- 10.01b +Health Report – May 2021
- 10.01c +HIB/SSDS Report – May 2021
- 10.01d +Fire & Safety Drills – May 2021
- 10.01e Approve the following volunteers for the 2021 Extended School Year program
 - Abigail Fekete, criminal history background check on file
 - Emily Robles, criminal history background check on file
- 10.01f Approve the following volunteer coaches pending criminal history background checks as needed:
 - Boys Soccer: Kevin Murphy, Tim Brett, Jason Ewing
 - Girls Soccer: Celena King, Jess Boatwright
 - Boys/Girls Tennis: Jody Demas
 - Football: Chris Geisel, Dan Golenda, Tyler Domask, Germaine Mercer
 - Wrestling: Kevin Hernando, Tyler Domask, Geoff Wade
 - Winter/Spring Track: Clayton Tennison
 - Baseball: Matt Yansick
 - Softball: Dan Mackafee, April Dixon, Julianna Mackafee
 - Boys Basketball: Tim Huber
 - MS Boys Basketball: Charles Atkins
- 10.01g +Bill List – ending 6-2-2021
- 10.01h +Board Secretary Report and the Treasurer Report for April 30, 2021 which have been found to be in agreement
- 10.01i +Transfer Report – April 30, 2021
- 10.01j +Minutes
 - May 12, 2021

11 Old Business - none

12 Policy and Curriculum

- 12.01 BE IT RESOLVED that the following Policy and Curriculum actions are hereby approved as recommended by the Superintendent
- 12.01a +District Policies and Regulations – new and revised
- P 0164.6 Remote Public Board Meetings During A Declared Emergency – new, 2nd reading
 - P 1643 Family Leave – new, 2nd reading
 - P 2415.20 Every Student Succeeds Act Complaints – new, 2nd reading
 - R 2415.20 Every Student Succeeds Act Complaints – new, 2nd reading
 - R 7425 Lead Testing of Water in Schools – new, 2nd reading
 - P 4160 Physical Examinations – reviewed
 - P 4161 Examination for Cause – reviewed
 - P 4425.1 Modified Duty Early Return to Work Program-Support Staff Members – reviewed
 - P 4438 Jury Duty - reviewed
- 12.01b +Approve Job Descriptions:
- D 21.1 Manager, Information Systems and Data Analysis – new
 - E 11 Director of Special Education and Accountability – revised
- 12.01c +Approve the District's Safe Return to In-Person Instruction and Continuity of Service Plan
- 12.01d +Approve the strategic Plan for 2021-2026
- 12.01e In accordance with Policy #1110 Organizational Chart, approve the revised District Organizational Chart for the 2021-2022 school year.
- 12.01f +Accept the QSAC placement results from the NJDOE
- 12.01g +Approve the One-to-One Chromebook Initiative
- 12.01h +Approve the Bilingual/ESL Three Year Program Plan for 2021-2024
- 12.01i +Approve the Palmyra High School Athletic Schedules for Fall 2021
- 12.01j +Approve the Palmyra High School athletic teams to practice on school property during the NJSIAA Summer Recess Period in accordance with the NJSIAA Summer Recess Policy and following all NJSIAA and NJDOH guidelines.
- 12.01k +Accept the School Security Drill Statement of Assurance for 2020-2021
- 12.01l +Accept the Comprehensive Equity Plan Statement of Assurance 2021-2022
- 12.01m Approve the following fundraiser(s):
- Class of 2022 to allow students and staff to “purchase” parking spots in the PHS parking lot and paint them, following guidelines from PHS administration and the maintenance department, beginning 9/1/2021
 - Class of 2022 to hold popcorn sales through Double Good (virtual/non-contact sales) with proceeds going toward their senior trip
 - Class of 2022 to sell snacks on half days at PHS (11/22, 11/24, 11/24, 12/23 and any other half days in 2021-2022) with proceeds going toward their senior trip
 - Class of 2022 to hold a dress down day on 9/24/2021 at PMS/PHS with proceeds going toward their senior trip
 - Class of 2022 to sell snacks at home boys and girls basketball games during the 2021-2022 season with proceeds going toward their senior trip
 - Boys and Girls Track & Field teams to hold a dress down day at PMS/PHS on Friday, June 4th with proceeds going to championship t-shirts for the teams

13 Business, Finance and Operations

13.01 CERTIFICATION

Pursuant to NJAC 6:20-2.13(e), we certify that as of April 30, 2021 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.

13.02 BE IT RESOLVED that the following Business, Finance and Operations actions are hereby approved as recommended by the Superintendent:
That the Unit Pricing Rates as presented to the Finance Committee be utilized and applied as required for the 2021-2022 school year

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

That petty cash accounts be established for the 2021-2022 school year in accordance with District Policy 6620 in the amounts and under the direction of staff as follows with the maximum expenditure that may be made from each school or department account is seventy-five dollars (\$75). The maximum expenditure that may be made from the Business Office account is two-hundred dollars (\$200).

Business Office	\$350	Business Administrator
Charles Street School	\$125	Principal
Palmyra High School	\$125	Principal
Buildings & Grounds	\$125	Maintenance Supervisor

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

That Investors Bank is hereby appointed as the depository for school district funds for the 2021-2022 school year;

That 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, Business Administrator, and School Treasurer;

That checks drawn on the Palmyra School District Unemployment Account, #1000585247, Cafeteria Account #1000585252, Child Care Account #1000585266, Flexible Spending Account #1000585271, and Reserve Account #1000585285 in Investors Bank, be signed by the Business Administrator;

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

That the Business Administrator is hereby authorized to initiate fund transfers on all Palmyra School District accounts in Investors Bank.

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.

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

13.05a +Pursuant to PL 2015, Chapter 47 the Palmyra Board of Education intends to renew, award, or permit to expire the contracts previously awarded by the board of education per Attachment. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, N.J.A.C. Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

13.05b That Bayada Home Health Care Services, Mt. Laurel, NJ be approved to provide site and transportation-based nursing services for the 2021-2022 school year pursuant to contract on file in the Business Office.

13.05c Renew the District's membership in NJSIAA and BCSL and pay membership fees for the 2021-2022 school year.

13.05d That Woodbury Medical Office, Dr. Anthony W. Bonett, MD, be approved as the school doctor for the 2021-2022 school year, at a base, not to exceed cost of \$10,000.00 pursuant to the proposal on file in the Business Office

- 13.05e Create Student Activity Fund Disney and Class accounts for the Class of 2025
- 13.05f Approve student # 5849086208 to be placed in Cinnaminson Public Schools 5/3/2021 to 6/22/2021. Tuition: \$15,322.00
- 13.05g Approve Princeton Health/Penn Medicine to provide occupational and physical therapy services to students at Katzenbach School for the Deaf and at a rate of \$93.00 for 30 minutes, from 7/1/2021 to 6/30/2022

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

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Palmyra Board of Education wishes to deposit anticipated current year surplus into a capital reserve and maintenance reserve account at year end, and

WHEREAS, the Palmyra Board of Education anticipates current year surplus will be available for this purpose,

NOW THEREFORE BE IT RESOLVED that the School Business Administrator is hereby authorized to make a transfer of up to \$600,000 to capital reserve and a transfer up to \$400,000 to maintenance reserve consistent with all applicable laws and regulations

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

The purchase of a fixed wireless sound system to be installed in the Delaware Avenue all purpose room at a cost of \$31,720.00 pursuant to the proposal provided by Advanced Cabling Technologies dated 6/7/21 on file in the Business Office.

14 Personnel

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

14.01a +Appoint Christopher Adams to the position of Technology Coordinator for the 2021-2022 school year, beginning July 1, 2021, at a salary of \$60,000 with all benefits, terms and conditions of employment being equal to those afforded to the position of Facilities Supervisor

14.01b +Appoint Lianne Kane to the position of Director of Special Education and Accountability for the 2021-2022 school year, beginning July 1, 2021, at a salary of \$117,000.00

14.01c Appoint Dr. Peter Lutchko to the position of Manager, Information Systems and Data Analysis for the 2021-2022 school year at a salary of \$83,000.00, pending release from current contract (pro-rate salary if start date after July 1, 2021)

14.01d +Appoint Mitchell Leysath to the grant-funded position of School Social Worker for the 2021-2022 school year at a salary of \$66,067.00 (MA+30, Step 8).

14.01e +Appoint Travis Di Martino to the grant-funded position of Secondary Education English teacher for the 2021-2022 school year at a salary of \$56,692.00 (BA, Step 5)

14.01g Accept Kim Martino's resignation as PHS Book Club advisor for 2021-2022

14.01h Appoint Michelle Fiordimondo as PHS Book Club advisor for 2021-2022

14.01i Appoint Sabrina Bonner as the National Honor Society advisor for 2021-2022

14.01j Approve Eric Mehler and Laurel Deming as teachers for the PHS Accelerated Learning Program 7/6 – 7/29/2021

14.01k Approve the following staff members to attend the Early College Institute for Teachers on 7/27/2021 and 7/28/2021, to be paid in accordance with the current collective bargaining agreement: Devon Murtagh, Elizabeth Haws, Maria Keefe, and Nicholas Nahrwold

- 14.01l Approve the following staff members for summer ID consent meetings, student evaluations, and IEP meetings. Rate of pay in accordance with the 2021-2022 CBA: Kent MacDougall, Social Worker; Cindy Kelly, LDT-C; Cassandre Batts, Psychologist; Karyn Frengs, Psychologist
- 14.01m Approve the following staff members to participate in summer IEP meetings as needed and to be paid in accordance with the current collective bargaining agreement for the 2021-2022 school year: Agatha Williams, Michelle McCann, Amanda Milewski, Stacy Pogoda, and Jamie Patchel.
- 14.01n +Approve the following personnel as Athletic Event Staff for the 2021-2022 school year: Ken Miller, Aaron MacKenzie, Bill Devlin, Matt Papenberg, Nick Nahrwold, Sean Brady, Greg Rizzo, Eric Mehler, Melanie Sharkey, Chris Costello, Joy Butler, Sabrina Brinkley, Debbie Streeper, Linda Furter, Vicki Agnew, Michele McCann, Helene Mantagas, Mary DelRossi, Jack Geisel and Bud Maurer
- 14.01o +Approve the following coaches for the 2021-2022 school year: Kevin Potor and Mark Zataveski, JV Football; Mike McCarron, Varsity Boys Basketball; Nick Nahrwold, Varsity Wrestling; Scott Warnock and Greg Rizzo, JV Wrestling; Dwayne Robinson, JV Boys Track and Field.
- 14.02 BE IT RESOLVED that the following personnel actions are hereby approved as recommended by the Superintendent:
- That the Superintendent is authorized to appoint and transfer certificated and non-certificated staff during the periods of June 17, 2021 through August 24, 2021 and August 26, 2021 through September 14, 2021 with Board confirmation at the next regular meeting.

Roll Call Vote Full Board

Motion: _____ Second: _____

15 Policy and Curriculum – PreK-8

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

15.01a +Approve the Palmyra Middle School Athletic Schedules for Fall 2021

15.01b +Approve the Eagle Scout Project submitted by Owen Weiler to build a Ga-Ga court at Charles Street School

16 Personnel – PreK-8

- 16.01 BE IT RESOLVED that the following personnel actions affecting grades PK-8 only are hereby approved as recommended by the Superintendent

16.01a Approve Donica Sico as a teacher for the PMS Accelerated Learning Program 7/6 – 7/29/2021

16.01b Accept Kristen Marrazzo's resignation from After School Tutoring Grades 3-4 for the 2021-2022 school year

16.01c Approve the following student teacher placement

- Ashley Horta, Rowan, with Melanie Gerner from 9/1 - 12/8/2021 and 1/18 - 5/6/2021; criminal history background check is on file

16.01d +Approve the following coaches for the 2021-2022 school year: Mark Tumelty, MS Boys Basketball; Christina Quinton, MS Girls Basketball

Roll Call Vote Palmyra Board

Motion: _____ Second: _____

17 Public Forum for Additional Topics

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17.01 Recognition of members of the Public

17.02 Recognition of members of the Board

18 Closed Session

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- _____ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy
- _____ 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
- _____ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed
- _____ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection
- _____ 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
- 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
- _____ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility

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Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

Return from Closed Session

Voice Vote by Full Board

Motion: _____

Second: _____

19 Policy and Curriculum

19.01 BE IT RESOLVED that the following Policy and Curriculum action is hereby approved

Approve the Superintendent Evaluation for the 2020-2021 school year in accordance with N.J.S.A.
18A:17-20.3

Roll Call Vote Full Board

Motion: _____

Second: _____

20 Adjournment

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

Time: _____