



# PALMYRA BOARD OF EDUCATION

## PALMYRA, NJ 08065

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

Administrative Office  
301 Delaware Avenue

Jared M. Toscano  
Business Administrator/Board Secretary

**Vision:** Palmyra School District's teachers and community inspire all learners to excel, empowering students from our small and diverse community to change the world.

**Mission:** The mission of Palmyra School District is to develop critical thinkers, creative achievers, and compassionate community members. We foster a learning environment that embraces equity for all students while nurturing individual academic success and growth!

+Document Provided  
\*Added after meeting notice

### MARCH 15, 2023 AGENDA

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 **March 10, 2023**. **In addition, the change of meeting date was advertised in the Burlington County Times on March 2, 2023.**

2 Moment of Silent Meditation

3 Salute to the Flag

4 Roll Call

Sean Toner  
Amy Austin  
Kate Allen-Yoakum  
Judy Belton  
Cara Broadbelt  
Erica Campbell  
Erika Celley  
James Dickinson  
Jennifer Mossgrove  
Leah Falicki, Riverton Representative  
Olivia Ottenbreit, Student Representative  
Beverly Representative

5 Presentations

- 5.01 Students of the Month
- 5.02 Data Presentation – Winter 2023 by Dr. Peter Lutchko

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
- \_\_\_\_\_ 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.

**Voice Vote by Full Board**

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

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

Vote: \_\_\_\_\_

Return from Closed Session

**Voice Vote by Full Board**

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

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

Vote: \_\_\_\_\_

7 Reports

- 7.01 Superintendent
- 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

8 Correspondence – none

9 Public Forum for Agenda Items

The Board, pursuant to the Open Public Meetings Act, is providing an opportunity for the Board to hear the public’s concerns. The Board 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. If appropriate, the Superintendent will respond to your questions and concerns at a future time. We take your concerns and questions very seriously and want to have sufficient time to allow our administration to process and research issues, if need be.

Pursuant to Board Policy, the public comment portion of our meeting shall be limited to 30 minutes. In the event that the number of speakers will not be accommodated in 30 minutes, the Board President may limit each speaker to 3 minutes, in order to give everyone the opportunity to speak.

No member of the public may speak more than once on a given topic until all others who wish to speak have been heard.

We ask all speakers and members of the public show respect for other’s views and maintain civility during the meeting.

10 Consent Agenda Reports

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

- 10.01a +Enrollment Report – February 2023
- 10.01b +Health Report – February 2023
- 10.01c +HIB/SSDS Report – February 2023
- 10.01d +Fire & Safety Drills – February 2023
- 10.01e +Bill List – ending February 28, 2023
- 10.01f +Board Secretary Report and the Treasurer Report for January 31, 2023 which have been found to be in agreement
- 10.01g +Transfer Report – January 31, 2023
- 10.01h +Student Activity Account Report - January 31, 2023
- 10.01i +Minutes:
  - Regular Meeting of February 8, 2023
  - Board Retreat on February 25, 2023
- 10.01j +Travel and Professional Development
  - Hoffecker, Renee - Ready Set Go! Teaching Climate Change to K-5 Students, 6/1/2023, \$0.00
  - Cross, Colin - Ready Set Go! Teaching Climate Change to K-5 Students, 6/1/2023, \$0.00
  - Tretola, Carrie - Climate and Change in New Jersey, self-paced 2-hour course, \$39.00
- 10.01k +Approve the following volunteers to work with the Palmyra Players and the Palmyra Art Club during the spring of 2023:

- Amy Okazaki
- Tom Ottenbreit
- Renee Fusco
- Brad Fusco
- FredErika Blatz
- Cecilia Boheim
- Jody Demas
- Beth Hemmons
- Peter Jacobs
- Ron Jablonski
- Jacob Leusner
- Lynn Brewin Lofland
- Wayne Lofland
- Eric Pfeiffer
- Lisa Fox Pfeiffer
- Kate Sacca
- Lee Stoner
- Eric Stoner
- Julianne Warnock

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:

- P 1648.11 The Road Forward COVID-19 – Health and Safety – abolished
- P 1648.13 School Employee Vaccination Requirements – abolished
- P 0152 Board Officers – revised
- P 0161 Call, Adjournment, and Cancellation – revised
- P 0162 Notice of Board Meetings – revised
- P & R 2423 Bilingual and ESL Education (M) – revised
- P & R 5200 Attendance (M) – revised
- P 5512 Harassment, Intimidation, or Bullying (M) – revised
- P 8140 Student Enrollments (M) – revised
- R 8140 Enrollment Accounting (M) – revised
- P & R 8330 Student Records (M) – revised
- R 8420.2 Bomb Threats (M) – revised
- R 8420.7 Lockdown Procedures (M) – revised
- R 8420.10 Active Shooter (M) - revised

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

12.02a +Accept the Comprehensive Equity Plan Statement of Assurance for 2023-2024

12.02b +Approve the 2023 Board Goals as follows:

- Goal 1 – the Board will continue with their training schedule in order to maintain Master Certified Board Status
- Goal 2 – the Board will secure a new contract with the Palmyra Education Association
- Goal 3 – the Board will successfully hold a referendum in the community for necessary upgrades to district facilities

12.02c +Approve the District’s Guide for Standard Operating Procedures and Internal Controls, Revision 9

12.02d + Approve the District Purchasing Manual for 2022-2023

12.02e +Approve the NFL Alumni Summer Football Camp to be held at PHS from 7/24 to 7/28/2023 from 9:00 am to 3:00 pm daily

12.02f +Approve the District Calendar for the 2023-2024 School Year

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

12.03a +Approve the following field trip(s):

- NHS Grades 11 & 12, Palmyra Nature Cove, 5/12/2023
  - HOSA, Torq Physical Therapy, Riverton, 3/21/2023
  - FBLA, Torres Tax Service, Palmyra, 3/27/2023
  - PHS Biology, Camden Aquarium, 4/18/2023
- 12.03b +Approve the following fundraiser(s) with all money raised going toward the club, team, or organization unless otherwise specified:
- PHS Choir, Dress Down Day, 4/28/2023 to raise money for an accompanist
  - German Club, Candy Grams, 3/27/2023 to 4/4/2023

13 Business, Finance and Operations

13.01 CERTIFICATION

Pursuant to NJAC 6:20-2.13(e), we certify that as of January 31, 2023, 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:

- 13.02a +Accept the Virtua Occupational & Employee Health Services Agreement for chemical screening from 4/1/2023 through 6/30/2023
- 13.02b Approve student #1298841717 to be placed on homebound instruction due to a medical condition; instruction to begin on 2/3/2023 through date TBD; instruction provided by Lauren Schmidt; rate in accordance with the current Collective Bargaining Agreement
- 13.02c Approve student #5386391770 to attend Lindenwold Middle School per McKinney-Vento, 1/23/2023 to 6/30/2023, tuition \$12,240.00
- 13.02d Approve student #9329988687 to be placed on homebound instruction beginning on 3/3/2023 with end date TBD; instruction provided by Jamie Patchel; rate in accordance with the current Collective Bargaining Agreement

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

13.03a WHEREAS, the Palmyra Board of Education, hereafter referred to as "Educational Facility" is a member of the School Alliance Insurance Fund, hereinafter referred to as "Fund"; and

WHEREAS, said renewal membership terminates as of July 1, 2023 at 12:01 a.m. standard time, unless earlier renewed by agreement between the Educational Facility and the Fund; and

WHEREAS, the Educational Facility is afforded the following types of coverages: Workers' Compensation & Supplemental Indemnity Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability Excess Liability (AL/GL) School Leaders Professional Liability Excess Liability (SLPL)

WHEREAS, the Educational Facility desires to renew said membership;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Educational Facility agrees to renew its membership in the Fund for a period of three years beginning July 1, 2023, and ending July 1, 2026 at 12:01a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to

time amended by the Fund and/or the Department of Banking and Insurance.

2. The Educational Facility's Business Official, Jared M. Toscano, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.

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

13.04a That the following equipment/item(s), which has been determined to be of no educational or operational value based on age and condition, be disposed of in accordance with currently established procedures.

- 100 student desks and chairs from Charles Street School

13.04b Accept the donation of the following items for use by the Palmyra Players, valued at \$900.00, from Lee Quesnel and Kerin Platt of Black & White Dog Company:

- One (1) set of multifunctional stairs
- Five (5) pre-lit prop trees
- Miscellaneous stage kitchen props
- Shrek outhouse door and roof
- Six (6) sets of 2-inch wheels or movable sets

13.04b Accept the donation of the following items for use by the Palmyra Players and the PRIDE Closet Program, valued at \$400.00, from FredErika Blatz:

- Three (3) commercial rolling Z-racks for garments

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

13.05a That all automatic adjustments available to the district have been included in the tentative budget specifically the enrollment adjustment on the pre-budget year levy.

13.05b That the tentative 2023-2024 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; and

	General Fund	Special Revenue	Debt Service	Total
<b>Total Expenditures</b>	21,939,282	1,272,483	789,025	24,000,790
<b>Less: Anticipated Revenues</b>	11,223,384	1,272,483	104,322	12,600,153
<b>Taxes to be Raised</b>	10,715,898	0	684,703	<b>11,400,601</b>

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 3, 2023 at 7:00pm in the Delaware Avenue School All Purpose room for the purpose of conducting a public hearing on the 2023-2024 budget.

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

13.06a That the law firm of Wilentz, Goldman & Spitzer, P.A., Woodbridge, New Jersey be approved to provide specialized legal services necessary for the capital program and for the authorization, the issuance and the sale of bonds, notes or other obligations of the

board for the 2023-2024 school year. The amount charged for these services will be determined in accordance with the Agreement dates as of 15 March 2023.

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

13.07a Approve the 2023-2024 Preschool Expansion proposed budget.

14 Personnel

14.01 BE IT RESOLVED that the following Personnel actions are hereby approved as recommended by the Superintendent

14.01a Approve Jennifer Walter as a homebound instructor for the remainder of the 2022-2023 school year

14.01b Approve Travis DiMartino as a substitute for the Extended Day Program

14.01c Approve Alex Torrance as a chaperone, Senior Trip to Disney World, 3/15-3/18, 2023

**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 affecting grades PK-8 only are hereby approved as recommended by the Superintendent

15.01a +Approve the PTA sponsored assembly “You Don’t Know Me Until You Know Me” by Mykee Fowlin on 4/18/2023 for PMS students

15.01b +Approve the following fundraiser(s) with all money raised going toward the club, team, or organization unless otherwise specified:

- PTA Kindness Candy Grams, March 2023, proceeds toward the 5<sup>th</sup> Grade Dance
- CSS Student Council food drive with all items collected to be donated to the Bread of Life Food Pantry

15.01c +Approve the following field trip(s):

- Preschool, Adventure Aquarium Camden, 5/15/2023
- Preschool, Walking Trip to Legion Field, 6/5/2023
- PMS, Battle of the Books at Northern Burlington, 4/25/2023

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 employee #31343031 for maternity leave as follows:

- Paid leave from 5/15/2023 through 6/15/2023 (using accrued time off)
- Paid leave from 9/1/2023 through 11/2/2023 (using accrued time of)
- Unpaid leave from 11/3/2023 through 2/16/2024 (benefits in place)

16.01b Approve the following student teacher placements from September-December 2023 and January-April 2024:

- Brianna Horn, Rutgers; Cooperating teacher – Nicole Wright, PreK
- Shannon Blimegger, Rutgers; cooperating teacher – Michelle Mills, Kindergarten

**Roll Call Vote Palmyra Board**

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

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

17 Public Forum for Additional Topics

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Pursuant to Board Policy, the public comment portion of our meeting shall be limited to 30 minutes. In the event that the number of speakers will not be accommodated in 30 minutes, the Board President may limit each speaker to 3 minutes, in order to give everyone the opportunity to speak.

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We ask all speakers and members of the public show respect for other's views and maintain civility during the meeting

17.01 Recognition of members of the Public

17.02 Recognition of members of the Board

18 Adjournment

**Voice Vote by Full Board**

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

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

Vote: \_\_\_\_\_

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