



PALMYRA BOARD OF EDUCATION

PALMYRA, N.J. 08065

Brian J. McBride
Superintendent of Schools

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Business Administrator/
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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 8, 2017

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, and the Trend on March 3, 2017.

2 Moment of Silent Meditation

3 Salute to the Flag

4 Roll Call

Ms. Amy Austin
Mr. Keith Austin, Vice President
Mrs. Laurie Beck
Ms. Nancy Brett, President
Mr. John Kay
Mr. John Quigg
Mr. Mark Russell
Mr. Nicolas Sarracino
Mr. Sean Toner
Mr. Jeffrey Elliot, Riverton Representative
Beverly Representative
Ms. Rebecca Lake, Student Representative

5 Presentations

- 5.01 Students of the Month
- 5.02 Great Kindness Challenge
- 5.03 Winter Sports Recognition

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 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:

☒ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy

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 not take action.

Voice Vote by Full Board

Motion: _____
 Second: _____
 Vote: _____

7 Return from Closed Session

Voice Vote by Full Board

Motion: _____
 Second: _____
 Vote: _____

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 Borough Liaison

9 Correspondence – Palmyra Senior Citizens

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 February 2017
- 11.01b +Fire/Safety Drills for February 2017
- 11.01c +Health Report for February 2017
- 11.01d +HIB Report for February 2017
- 11.01e +Violence, Vandalism & Substance Abuse Report for February 2017

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

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

- 11.02a +Check Register for February 2017 representing hand and machine checks totaling \$1,172,571.41.
- 11.02b +Board Secretary's Report for January 2017 and the Treasurer's Report for January 2017 which have been found to be in agreement.
- 11.02c +Cafeteria Report for February 2017
- 11.02d Transfer Report for February 2017
- 11.02e +Minutes of Regular Meeting of February 8, 2017
- 11.02f Student Placement:
Student #1012788434 to transfer from Brookfield Academy to Burlington County Special Services School District Elementary School (Westampton Campus) for the remainder of the 2016/2017 school year at a tuition rate of \$38,854 pro-rated effective 2/15/17.
- 11.02g Professional Development:

<u>Staff Member</u>	<u>Name/Date of Workshop/Travel</u>	<u>Location</u>	<u>Cost</u>
Kristen Tyler	Yoga & Mindfulness in the Classroom: Tools to Improve Self	Cherry Hill, NJ	\$219.99

Regulation, Learning and Classroom
Climate 3/15/17

11.02h Accept the donation of two sets of stacking office chairs from Mrs. Lisa Jablonski.

Roll Call Vote by Full Board

Motion: _____ Second: _____

12 Old Business

13 Personnel

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

13.01a +Accept the letter of intent to retire from Mrs. Gail White, special education teacher, effective 6/30/17.

13.01b Approve the following substitute:

<u>Name</u>	<u>Position</u>	<u>Rate of Pay</u>
Doug Ferraro	Teacher	\$70 per diem (previously approved as a band volunteer 8/10/16)
Stephen D. Holt	Teacher	\$70 per diem

13.01c Request to Enroll in Graduate Course and Apply for Tuition Reimbursement:

<u>Staff Member</u>	<u>Course/Dates/University</u>	<u>Reimbursement Cost</u>
Lianne Kane	EDL670 Technology for Instruction & Administration/ 4/4/17-6/25/17/Thomas Edison	\$2,004.00
Lianne Kane	EDL820/Practicum for Superintendents/ 4/4/17-6/25/17/Thomas Edison	\$2,004.00

13.01d Approve the recommendation for the Superintendent of Schools to collaborate with Palmyra community leaders in developing a formal recognition that will memorialize the accomplishments and contributions made by Dr. Clarence B. Jones, a 1949 graduate of Palmyra High School whose distinguished career as an attorney, university professor, author, leader within the Civil Rights Movement, and personal speechwriter and counsel for Dr. Martin Luther King Jr. exemplifies the very best of the Palmyra School District.

Roll Call Vote Full Board

Motion: _____ Second: _____

14 Business, Finance and Operations

14.01 Certification

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

Roll Call Vote Full Board

Motion: _____

Second: _____

- 14.02 BE IT RESOLVED that the following business, financial and operational actions are hereby approved as recommended by the Superintendent:

That the tentative 2017-2018 budget as presented in the budget documents attached to this agenda be approved and authorize the Board Secretary to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with statutory deadlines:

	General Fund	Special Revenues	Debt Service	Total
Total Expenditures	16,298,375	498,393	1,218,975	18,015,743
Less: Anticipated Revenues	7,116,782	498,393	176,929	7,792,104
Taxes to be Raised	9,181,593	-	1,042,046	10,223,639

BE IT FURTHER RESOLVED that the Palmyra Board of Education hereby includes in the proposed budget the adjustment for increases in costs of health benefits in the amount of \$133,810. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits; and

BE IT FURTHER RESOLVED that the Palmyra Board of Education hereby includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$65,190 for necessary operational costs that must be completed by the end of the budget year; and

BE IT FURTHER RESOLVED that included in the general fund appropriations is \$289,544 for deposit into the Board of Education's approved Capital Reserve Account for future funding of Architectural design work and projects outlined in the District's Long Range Facilities Plan (LRFP) in accordance with N.J.S.A. 18A:7G-31 and N.J.A.C. 6A:23A-8.4. The amount represents expenditures for construction elements or projects that exceed the facilities efficiency standards necessary to achieve the New Jersey student learning standards; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$20,925.00 for the 2017-18 budget year for all staff and board members; and

BE IT FURTHER RESOLVED that the Palmyra Board of Education will advertise said budget in the Burlington County Times in accordance with the format suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED that a public hearing will be held on May 3, 2017 at 7:00 p.m. in the Delaware Avenue School All Purpose room for the purpose of conducting a public hearing on the 2017-2018 budget.

Roll Call Vote Full Board

Motion: _____

Second: _____

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 following policies/regulations:
- P 2415.30 Title I – Educational Stability for Children in Foster Care (2nd reading/adoption)
 - P & R 2418 Section 504 of the Rehabilitation Act of 1973-Students (2nd reading/adoption)
 - P 5330.04 Administering an Opioid Antidote (2nd reading/adoption)
- 15.01b +Assure compliance with the revisions to the New Jersey Department of Education’s Special Education Model Policies and Procedures:
- P & R 2460 Special Education (revised)
 - R 2460.1 Special Education – Location, Identification & Referral (revised)
 - R 2460.8 Special Education – Free & Appropriate Public Education (revised)
 - R 2460.9 Special Education – Transition from Early Intervention Programs to Preschool Programs (revised)
 - R 2460.15 Special Education – In-Service Training Needs for Professional and Paraprofessional Staff (New – 1st reading)
 - P 2467 Surrogate Parents & Foster Parents (revised)
- 15.01c School district calendar:
- Adjust the 2016/2017 school calendar as follows due to the emergency closing on 2/9/17:
 - 6/12-6/13 Early Dismissal Gr. 7-12
 - 6/14-6/16 Early Dismissal PreK-12
 - 6/16 last day for students/graduation
 - 6/19 staff in-service day
 - +Approve the 2017/2018 school calendar
- 15.01d Approve the recommendation to enter into agreement with the Palmyra Police Department, via Burlington County Law Enforcement IT, that will provide for remote access to district security video cameras in the event a major incident within district facilities.
- 15.01e +Enter into a contract with UNITE Corporation for the “Arrive Alive Tour” on 5/18/17 at a cost of \$2,000.00.
- 15.01f Approve the following student fundraising:
- German Club (Katie DeMarco)
 - sell gummy bears from 3/15 to 4/13/17
 - host a mac and cheese competition in the PHS cafeteria on 3/30/17 from 5-7 p.m.; admission fee will be charged to support the German Club for their upcoming trip to Europe.
 - Environmental Science Club (Kelly Jones) to hold staff dress down days on 3/10, 4/14, 5/19 and 6/9 to help raise money for supplies for an environmental science day and to donate to environmental causes.
 - Softball Team (Ken Miller) to hold a bowling tournament at Laurel Lanes in Maple Shade on 3/19/17 to raise money for athletic gear/wear and extra equipment.

- National Jr. Honor Society (Sabrina Bonner) to hold a faculty dress down day on 5/5/17.

15.01g Approve the creation of a student activity account for a new yearly graduation award of \$500.00, entitled the James Thomas Weart Memorial Award.

15.01h Approve the following field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
3/15, 3/16	Teen Arts Festival, BCC Pemberton Campus	Gr. 7-12/Mr. Budden
4/11/17	Arden Theatre, Phila. PA	Gr. 7-8/Mr. Tamarri
4/27/17	BCSSD	Gr. 9-12 Interact/Mrs. Foster
4/28/17	Malaga Restaurante, Hamilton Township, NJ	Spanish NHS/Mrs. Salvo
5/22/17	Citizens Bank Park for Phillies Game	Gr. 7-12/Mr. Mehler
5/31/17	NJFEA Conference at Monmouth University	Gr. 9-12/Tomorrow's Teachers/ Mrs. Patchel

15.01i Approve the following student activity:

- Participate in the AIDS Fund School Supply Drive through the LGBTQ community of Northeast Philadelphia for HIV affected/infected youth on 3/29/17.

Roll Call Vote Full Board

Motion: _____ Second: _____

15.02 BE IT RESOLVED that the following policy and curriculum actions affecting Charles Street School only are hereby approved as recommended by the Superintendent:

15.02a Approve the following field trip:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
6/8/17	Funplex, Mt. Laurel	Gr. 6/Mrs. Ehret

The Board would like to recognize the PTA for its financial support, which helps to make many of these trips possible.

16 Public Forum for Additional Topics

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16.01 Recognition of members of the Public

16.02 Recognition of members of the Board

17 Adjournment

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

Time: _____