



PALMYRA BOARD OF EDUCATION

PALMYRA, N.J. 08065

Brian J. McBride
Superintendent of Schools

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

Todd D. Reitzel, MBA
*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

November 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 on November 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 Quigg
Mr. Mark Russell
Mr. Nicolas Sarracino
Mrs. Tonya Washington
Mr. Sean Toner
Mr. Jeffrey Elliot, Riverton Representative
Beverly Representative
Ms. Maura Scott, Student Representative

5 Presentations:

- 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 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:

- 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.
- 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.

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 no action will be taken.

Motion: _____

Second: _____

Voice Call Vote by Full Board: _____

7 Return from Executive Session

8 Reports

- 8.01 Superintendent
- 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 Correspondence10 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 October 2017

11.01b +Fire/Safety/Bus Drills for October 2017

11.01c +Health Report for October 2017

11.01d +HIB Report for October 2017

11.01e +Student Safety Data Report for October 2017

11.01f Approve the following volunteers:

Kristen Bachick	Alice Black	Anita Brown	Joy Butler
Jen Carr	Catherine Curry	Elizabeth Domask	Dana Freels
Maureen Haines	Carlie Hammond	Kathy Hartman	Thomas Heeter
Patty Heeter	Domenica Hogan	Karen Jacobs	Kashira Johnson
Jessica Lorenz	Amy Marker	Dorothy Marazzo	Melissa May
Tracy McDonald	Noelle McFadden	Aimee Mourey	Sharon Martinez
Ericka McKenna	Aimee Mourey	Karen Pankowicz	Kimberley Quigg
Sue Ridgway	Kathleen Roscavich	Cheryl Steinheiser	Leeannwyn Stoner
Renae Warren	Sharon Wariner	Hilary Weaver	Wendi Wence

*11.01g Approve the following paraprofessional athletic aides for the Wrestling Program pending criminal history clearance: Geoffrey Wade, Gregory Rizzo.

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 September 2017 representing hand and machine checks totaling \$1,387,336.01.

11.02b +Board Secretary's Report for August 2017 and the Treasurer's Report for August 2017, which have been found to be in agreement.

11.02c +Transfer Report for September 2017

11.02d +Board Minutes:

- Regular Meeting of October 11, 2017
- Executive Session of October 11, 2017

11.02e Professional Development:

<u>Staff Member</u>	<u>Name/Date of Workshop/Travel</u>	<u>Location</u>	<u>Cost</u>
Travis DiMartino	Increasing Reading Skills of Students Who Struggle the Most on 12/11/17	Monroe, NJ	\$239
Jeff Moore	All SJ Regional Choir Auditions on 11/18/17	Woodstown, NJ	\$25 max
Jeff Moore	All SJ Regional Band Auditions On 12/9/17	Eastern HS	\$10 max
Jeff Moore	SJ Band & Orchestra Directors Assoc. Winter Meeting & Regional Rehearsal on 1/12-1/14/18	Rowan Univ.	\$33 max
Jeff Moore	All State Band Auditions on 1/20/18	JP Stevens, Edison, NJ	\$40 max
Jeff Moore	All SJ Regional Choir Concert on 1/28/18	Eastern HS	\$10 max

College of New Jersey’s Teachers as Scholars Program (TCNJ TAS):

Workshops included at no cost to the district as part of Palmyra’s enrollment in the TCNJ Professional Development School Network (PDSN) are two-day seminars that take place on the TCNJ Campus in Ewing, NJ. The Winter seminars and attendees include:

<u>Staff Member</u>	<u>Name/Date of Workshop/Travel</u>
Joseph DeFranco	TCNJ Teachers as Scholars: Your City Makes Music! on 2/16 and 2/23/18
Samantha Crean	TCNJ Teachers as Scholars: Design Thinking for Social Good on 1/17 and 1/24/18

11.02f Approval for student #3103388658 to attend Bankbridge Elementary School for the remainder of the 2017/2018 school year at a rate of \$42,600 pro-rated effective 10/18/17.

11.02g Accept a donation of a trumpet and case from Ms. Joanne Grimes.

Motion: _____

Second: _____

Roll Call Vote by Full Board: _____

12 Old Business

12.01 +Approval of 2017-2018 NJQSAC Statement of Assurance and DPR’s.

Motion: _____

Second: _____

Roll Call Vote by Full Board

13 Personnel

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

13.01a +WHEREAS, Brian J. McBride is currently employed by the Board of Education of Palmyra (hereinafter referred to as “the Board”) as its Superintendent of Schools, and is serving under

terms and conditions of a written employment contract that took effect on July 1, 2015 and extends until June 30, 2020; and,

WHEREAS, it is in the best interest of the school district to provide for administrative stability and the completion of educational programs and projects and to minimize disruption to the school district;

BE IT RESOLVED that the current contract of Superintendent Brian J. McBride be and is hereby rescinded; and

BE IT RESOLVED that Brian J. McBride be and is hereby appointed as Superintendent of Schools for a term beginning July 1, 2017, and ending midnight June 30, 2022, and,

BE IT FURTHER RESOLVED that the Board approves the Employment Contract between the Board and the Superintendent attached hereto and directs the Board President to sign same on its behalf.

- 13.01b Appoint Mrs. Patricia Holt as the Confidential Administrative Assistant to the Superintendent for the 2017/2018 school year at a salary of \$50,000 pro-rated, effective 12/1/17.
- *13.01c Approve Mrs. Patricia Holt as a volunteer for on the job training as the Confidential Administrative Assistant to the Superintendent from November 13 through November 30, 2017.
- 13.01d Appoint Mrs. Lisa Muir Jablonski as a Confidential Administrative Assistant for the 2017/2018 school year at a salary of \$45,000 pro-rated, effective 12/1/17.
- 13.01e Approve Mr. Travis DiMartino and Mr. Bobby Morgan as Athletic Event Staff for 2017/2018 as outlined in the Unit Pricing List.
- 13.01f Approve the following substitutes:
- | <u>Name</u> | <u>Position</u> | <u>Rate of Pay</u> |
|------------------|-------------------|---------------------------|
| Holly Skowronski | Teacher | \$82.50 per diem |
| *Linda Tool | Teacher Assistant | per the Unit Pricing List |
- 13.01g 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 | EDL660 Human Resources Administration/Jan. 2-March 25, 2018/Thomas Edison Univ.; | per the negotiated agreement |
| | EDL690 Developing School & Community/Jan.2-March 25, 2018/Thomas Edison Univ. | |

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 an unpaid leave of absence for Mary Jeanne Rosica, paraprofessional aide, on 11/13, 11/14 and 11/15.

13.02b The following extracurricular appointments are recommended for approval:

<u>Name</u>	<u>Activity</u>	<u>Stipend</u>
Stephanie Cancglin	STEAM Club Advisor	\$500.00 pro-rated
Rachel Odgers	Gr. 5-6 Tutoring	\$500.00 pro-rated

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 August 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:

14.02a WHEREAS, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts announcing a significant change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools, and

WHEREAS, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a “Cost Reimbursement Basis” to a “Fixed Price Basis” for contract awards, and

WHEREAS, the Palmyra Board of Education has engaged staff and the community year after year to provide a local food service program that addresses and meets the needs of our children, and

WHEREAS, the Palmyra Board of Education credits the current “Cost Reimbursement” procurement method as the reason why the local school district can design a food service program that has the flexibility of meeting the needs of its children, and

WHEREAS, the Palmyra Board of Education declares that the “Fixed Price” procurement system would dramatically reduce the school district’s ability to change or alter its food service operations without the need to rebid for food service management services, and

WHEREAS, the Palmyra Board of Education further declares that the “Fixed Price” procurement method would impact the quality of the meals served to its children and therefore impact the participation of children in our breakfast and lunch program, and

WHEREAS, the Palmyra Board of Education further declares that the “Fixed Price” procurement system would be favorable to the largest Food Service Management Companies likely causing smaller companies in New Jersey to be non-competitive, and

WHEREAS, the Palmyra Board of Education rejects the Department of Agriculture’s underlying reasons for making this change without giving NJ School Districts the opportunity to address their concerns in an attempt to keep this procurement method in place, and

WHEREAS, the Palmyra Board of Education prefers an optional procurement system for securing Food Service Management Companies whereby the district could choose either “Cost Reimbursement” or “Fixed Price” as the basis for contract awards.

NOW, THEREFORE, BE IT RESOLVED, that the Palmyra Board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a “Fixed Price” basis and allow the option of continuing to use a “Cost Reimbursement procurement model”; or in the alternative, a “Fixed Price” procurement method, and

BE IT FURTHER RESOLVED that copies of this resolution shall be forwarded to:

New Jersey Association of School Business Officials; New Jersey Secretary of Agriculture; LEE Group Members

*14.02b +Approve the 2017/2018 Budget Calendar.

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 changes to the following policies/regulations:
R 7102 Site Selection and Acquisition (2nd reading/adoption)

15.01b WHEREAS, the Palmyra Board of Education believes that it is detrimental to students, school programs, and local taxpayers to have the state reduce projected aid to school districts after school budgets have been adopted; and

WHEREAS, the Delegate Assembly is the official policymaking body of the New Jersey School Boards Association; and

WHEREAS, Education-related policies resulting from prior Delegate Assembly and Board of Directors actions are codified in the NJSBA’s *Manual of Positions and Policies on Education*; now, therefore, be it

RESOLVED, that the Palmyra Board of Education proposes the following additional policy language for adoption by the Delegate Assembly and inclusion in NJSBA’s *Manual of Positions and Policies in Education*:

File Code 3100, under the section titled Timelines for School Budget Process, ADD: The NJSBA believes that it is detrimental to students, school programs, and taxpayers to have the state reduce projected school aid figures of their state aid entitlements by the statutory date of notification; and, be it further

RESOLVED, that the Palmyra Board of Education proposes the following revised policy language for adoption by the Delegate Assembly and Inclusion in NJSBA's *Manual of Positions and Policies on Education*:

File Code 3220, under the sections titled State School Finance System, paragraph B., REVISE; 7. Provide state aid based on predictable, transparent and capable of being recalculated at the local district level, in an amount no less than the amount of state aid entitlements the Commissioner of Education provides to school districts by the statutory date of notification; and, be it further

RESOLVED, that the Palmyra Board of education proposes the following additional policy language for adoption by the Delegate Assembly and inclusion in NJSBA's Manual of Positions and Policies on Education:

File Code 3220, under the section titled State Aid to School Districts, ADD: The NJSBA believes that it is detrimental to students, school programs, and taxpayers to have the state reduce projected school aid figures to school districts after the Commissioner of Education notifies school districts of their state aid entitlements by the statutory date of notification; and, be it further

RESOLVED, that this resolution be placed on the agenda for consideration at the November 18, 2017 Delegate Assembly.

15.01c WHEREAS, the Palmyra Board of Education is in support of and is committed to providing the best educational experience to all of the special education students in the district; and

WHEREAS, the Palmyra Board of Education recognizes that costs dedicated to special education services represent the district's third single largest district expense, nearly 22% of the district's \$95 million 2016-2017 budget; and

WHEREAS, the Palmyra Board of Education understands that these costs are mandated by both the State and Federal governments for implementation of pupils' individualized education programs (IEP); and

WHEREAS, the state and federal governments have never fully funded these mandated special education costs; and

WHEREAS, the Palmyra Board of Education is restricted to a 2% cap on the tax portion of the General Fund school budget while the 2% cap has never been applied to all providers of Special Education services resulting in an annual per student cost that has often risen in excess of \$100,000; and

WHEREAS, when a student receiving special education services in one district moves to another district after the October 15th Application for State School Aid (ASSA) Report, the money provided by the state and federal governments does not move with the student when he or she moves to another district; nor does the State provide additional funding to a district when a special needs child moves into the district after the October 15th ASSA Report; and

WHEREAS, the Delegate Assembly is the official policymaking body of the New Jersey School Boards Association; and

WHEREAS, Education-related policies resulting from prior Delegate Assembly and Board of Directors actions are codified in the NJSBA's *Manual of Positions and Policies on Education*; now therefore, be it

RESOLVED the Palmyra Board of Education proposes the following additional policy language for adoption by The Delegate Assembly and inclusion in NJSBA's *Manual of Positions and Policies on Education*:

The NJSBA believes that the state should fully fund special education costs including Extraordinary Aid Costs and transportation costs and limit the increases that all providers can charge to the same 2% cap imposed on school districts, and that such funding follows the student when moving into another district, and be it further

RESOLVED, that the following resolution be placed on the agenda for consideration at the November 18, 2017 Delegate Assembly.

- 15.01d Approve the Memorandum of Agreement Between Education and Law Enforcement Officials for 2017/2018.

Motion: _____

Second: _____

Roll Call Vote by Full Board: _____

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

- 15.02a Approval is requested to create the Junior State of America Club (volunteer advisor) for the 2017/2018 school year).

- 15.02b Approve a Date Safe Assembly for grades 11-12 on 11/29/17 in the high school auditorium. The assembly is provided by the Burlington County Superior Court at no cost to the district.

- 15.02c Approve the following educational field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade/Subject/Staff</u>
10/25/17	Atlantic City, NJ	Gr. 11-12/Mr. Gore
	STEAM Tank Competition	
11/9/17	NJSBA STEAM Tank	Gr. 11-12/Mr. Gore
	Competition presentation	
11/17/17	Lockheed Martin in	Gr. 10/Mrs. Crean
	Moorestown, NJ	
11/18/17	Cherokee High School	Gr. 11-12/Mr. Gore, Mr. Yoon
	For First Tech Challenge	

- 15.02d Approve the following fundraising activities:

- PHS Soccer Boosters to hold a Sweatshirt Sale during November until items are sold out.
- Class of 2018 to hold a "Sonic Dine & Donate" on 11/16/17 from 5-8 p.m.

- 15.02e Approve an amount not to exceed \$1,500 for Ms. Maura Scott to attend the student council national conference in the summer of 2018.

- *15.02f Approve the addition of the NJSIAA Regional Crossover Game with South Hunterdon High School on 11/7/2017. The game will be played at Palmyra High School’s Matt Curtis Stadium at 7 p.m. This is an additional game added onto the fall 2017 football schedule by the NJSIAA.

Motion: _____

Second: _____

Roll Call Vote by Full Board: _____

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

- 15.03a Approval is requested for author, Alysson Foti Bourque, to visit students in grades K-3 as part of the Read Across America Celebration. The visit will include the presale of books and a book character toy.

Motion: _____

Second: _____

Roll Call Vote by Palmyra Board: _____

16 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.

- 16.01 Recognition of members of the Public
- 16.02 Recognition of members of the Board

17 Adjournment

Motion: _____

Second: _____

Voice Vote by Full Board _____

Time: _____