



PALMYRA BOARD OF EDUCATION

PALMYRA, NJ 08065

Brian J. McBride
Superintendent of Schools

Administrative Office
301 Delaware Avenue
856-786-9300
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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

May 9, 2018

Meeting held at Charles Street School

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 May 4, 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 & Special Recognition

5.02 Winter & Spring 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, in approximately 45 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:

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.

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 action will be taken.

Voice Vote by Full Board

Motion: _____
Second: _____
Vote: _____

Time: _____

7 Return from Executive Session

Voice Vote by Full Board

Motion: _____
Second: _____
Vote: _____

Time: _____

8 Reports

8.01 Superintendent

8.02 Board Committees

- 8.02a Policy & Curriculum
- 8.02b Finance & Physical Plant
- 8.02c Human Resources & Negotiation
- 8.02d Strategic Ad-hoc Committee

- 8.03 Sending District Reports
 - 8.03a Beverly - none
 - 8.03b Riverton

- 8.04 Student Representative
- 8.05 PTA
- 8.06 Borough Liaison
- 8.07 PHSFEE

9 Correspondence - none

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 for April 2018
- 11.01b +Fire/Safety/Bus Drills for April 2018
- 11.01c +Health Report for April 2018
- 11.01d +HIB Report for April 2018
- 11.01e +Student Safety Data Report for April 2018

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 April 2018 representing hand and machine checks totaling \$ 2,133,660.72.
- 11.02b +Board Secretary’s Report for March 2018 and the Treasurer’s Report for March 2018 which have been found to be in agreement.
- 11.02c +Transfer Report for April 2018.
- 11.02d +Board Minutes:
 - Regular Meeting of April 11, 2018
 - Special Meeting of April 25, 2018
 - Budget Presentation of May 2, 2018

11.02e Professional Development:

Staff Member	Name of Workshop/ Travel	Date	Cost	Location
Brian McBride	School Safety Specialist Training	6/25-6/28/2018	\$150.00	Hamilton Twp, NJ
Gina Lewis	NJASP Conference - Getting Kids on Track for Fulfilling their Potential, RTI/MTSS Consultation with Diverse Populations and Settings, Intelligent testing in Schools, Introduction to Restorative Practices	5/11/18	\$120.00	East Windsor, NJ

Roll Call Vote Full Board

Motion: _____ Second: _____

12 Old Business - none

13 Personnel

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

13.01a Appoint Ms. Donna Gidjunis as the Treasurer of School monies for the 2018/2019 school year at a salary of \$5,675.

13.01b Appoint Mr. William R. Blatchley as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

13.01c Appoint Mr. William R. Blatchley as the Board Secretary, Agency Compliance Officer, Custodian of School Records, School Alliance Insurance Commissioner, Purchasing Agent Compliance Officer for Affirmative Action (PACO) for the 2018/2019 school year.

13.01d Appoint Mr. Brian McBride as School Safety Specialist for the 2018-2019 school year.

Roll Call Vote Full Board

Motion: _____ Second _____

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

13.02a Reappointment of Non-Tenured Certificated Staff as listed for the 2018/2019 school year (Attachment A)

13.02b Reappointment of Tenured Certificated Staff as listed for the 2018/2019 school year (Attachment B)

13.02c Reappointment of Non-Certificated Staff as listed for the 2018/2019 school year (Attachment C)

Roll Call Vote Full Board

Motion: _____ Second _____

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

13.03a Appoint Mr. Ronald Holt as the District Certified Educational Facility Manager, AHERA Manager, IPM Coordinator, Right to Know Coordinator for the 2018/2019 school year.

13.03b Appoint Ms. Lianne Kane as the Affirmative Action Officer, Homeless Liaison, and Title IX Officer for the 2018/2019 school year.

13.03c Appoint Mr. Richard Dreby as the liaison to the Burlington County Prosecutor’s Office and the Palmyra Police Department for the 2018/2019 school year in accordance with the current Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

13.03d Appoint Ms. Stacy Saia as the district’s DEAC Officer for the 2018/2019 school year.

13.03e Approve Mr. Miles Pease to complete a 200-hour internship under the supervision of Mr. Papenberg.

13.03f Establishment of the position of Chief Academic Performance Officer

13.03g Establishment of the position of Teacher Coach.

13.03h Approve request to enroll in college course and apply for tuition reimbursement:

Staff Member	Course/School	Dates	Cost
Jannet Vaca	BLED40512: Linguistics & Second Language Acquisition for Teaching Languages/Rowan University	10/23/18 - 12/17/18	Per the negotiated agreement

Roll Call Vote Full Board

Motion: _____ Second _____

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

- 13.04a Approve FMLA as per request on file in the Business Office for employee #49155674
- 13.04b Approve maternity leave as per the request on file in the Business Office for employee #47683537

Roll Call Vote Palmyra Board

Motion: _____ Second _____

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

- 13.05a Appoint Mr. Brian J. McBride, Superintendent of Schools, to serve as Administrative Principal for the Charles Street School for the 2018-2019 school year.
- 13.05b Approve the transfer of Mr. Kenneth Holloway to the position of Chief Academic Performance Officer for the 2018-2019 school year.

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 March 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.

Roll Call Vote Full Board

Motion: _____ Second _____

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

That the 2018/2019 budget as presented in the budget documents and approved by the Executive County Superintendent be approved;

	General Fund	Special Revenues	Debt Service	Total Expenditure
	17,011,114	478,937	1,187,875	18,677,926
Less: Anticipated Revenue	7,645,890	478,937	200,414	8,325,241
Taxes to be Raised	9,365,224	0	987,461	10,352,685

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 was 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.

Roll Call Vote Full Board

Motion: _____ Second _____

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

14.03a WHEREAS, 18A:18A-3 permits a board of education to authorize its purchasing agent to award contracts that do not exceed in a contract year the annual limit as established by the Governor, and

WHEREAS, local boards of education have been advised by the Local Finance Board through (LFN 2015-20) that the Governor has authorized the following bid and quotation thresholds effective September 28, 2015,

	Bid Threshold	Quotation Threshold
Base Amount	\$29,000	\$4,350
With Qualified Purchasing Agent	\$40,000	\$6,000

WHEREAS, William R. Blatchley possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Palmyra School District desires to maintain its bid and quotation thresholds as provided in N.J.S.A. 18A:18A-3;

The governing body of the Palmyra School District, in the County of Burlington in the State of New Jersey hereby sets its bid threshold at \$40,000 and its quotation threshold at \$6,000 for the 2018/2019 school year.

14.03b That in accordance with Board Policy 6511 the Board of Education has determined it will implement a mandatory direct deposit program for the 2018/2019 school year in accordance with N.J.S.A. 52:14-15h whereby all employee groups and categories will have net pay directly deposited in a specific banking institution checking, savings, shares account or accounts as designated in writing by the employee. The Board designates Investors Bank as the school districts institution to be used to implement the direct deposit program and has determined that temporary hourly and per diem service providers of a temporary, seasonal, as required or on call nature may be exempted from mandatory participation as the Board deems necessary.

14.03c The Palmyra Board of Education does not require private schools to apply for and receive funding from the Child Nutrition Program for the 2018/2019 school year; and that the Palmyra Board of Education does not require private schools to charge students for reduced and/or paid meals during the 2018/2019 school year.

Roll Call Vote Full Board

Motion: _____ Second _____

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

14.04a That the Tax Levy and Tax Levy Payment Schedule for the 2018/2019 school year be approved and authorized for submission to the Borough of Palmyra.

- 14.04b That pursuant to quotes on file in the Business Office approve the purchase of food service equipment as follows:
- (1) two compartment and (1) four compartment convection oven – Singer Equipment Co., total cost \$39,027.08
 - (1) six burner gas range – Penn Jersey, total cost \$3,267.00
 - Installation – Specialty Restaurant Design, total cost \$4,375.00

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 participation in the American Legion Girls & Boys State Program from June 17-22, 2018 at a cost of \$300 per delegate: Julia Adams and William Jablonski.
- 15.01b That the revised Memorandum of Agreement between the Palmyra Board of Education and the Clarence B. Jones Institute for Social Advocacy be approved.
- 15.01c Approve the following policies:
 - P 7461 +District Sustainability (new-2nd reading)
 - P 0153 +Annual Appointments (revised)
- 15.01d Approve Palmyra High School to include a “Physics First” pilot program in the curriculum for the 2018-2019 school year.
- 15.01e +Approve the enrollment of an exchange student through the Academic Year in America non-profit Visa exchange program for the 2018-2019 school year.
- 15.01f Approve the following fundraising activities:
 - PHS Athletic Department to run an online store through Wayne Sporting Goods from May 10-June 1, 2018 to sell athletic gear/clothing with a portion of the sales being given to the PHS Athletic Department.
 - Spanish NHS & German NHS to collect blankets at Palmyra High School from May 10th to May 24th, 2018 for “GAIN” Global Aid Network to donate to people in need in Uganda.
 - Approve a dress down day for \$5.00 per person at PHS on 5/25/2018 to raise money to be donated to Autism Speaks in the name of Palmyra High School.

15.01g Approve the following educational field trips:

Date	Destination	Grade/Subject	Staff
5/30/2018	Six Flags Great Adventure, Jackson, NJ	Junior Student Council/ Student Council/Interact	Ms. VanZandt

15.01h Approve the following proposed field trips for the 2018-2019 school year:

Art- Art Museum in NYC-Mr. Budden-Spring
 Art-Philadelphia Zoo-Mr. Budden-September
 Art-Teen Arts Festival- Mr. Budden-March
 Art Club-Art Museum-Ms. Jablonski -May
 Art Club-Drexel Museum & Design School Tour-Ms. Jablonski-November
 Art Club-Palmyra Cove-Ms. Jablonski-Oct.
 Band-CSS Holiday concert-Mr. Moore-December
 Band-Riverton Holiday concert-Mr. Moore-December
 Band-Teen Arts Festival-Jr. High-Mr. Moore-March
 Band-Teen Arts Festival-Sr. High-Mr. Moore-March
 Band-BCEA Mall Expo-Choir and Band-Mr. Moore-April
 Band-End of year trip-Cleveland or Washington-Mr. Moore-May
 Band-Musical in Philadelphia-Mr. Moore-TBD
 Band-Region and State Auditions if necessary-December & January-Mr. Moore
 Band-County Band Rehearsals if necessary-April
 Biology-Franklin Institute-Ms. Jones-March
 Choir, Regions-Mr. Moore-November
 Choir, State-Mr. Moore-April
 Consumer Affairs club-Consumer Bowl County Competition-Mr. Dyl-February
 English II-Dodge Poetry Festival-Ms. Bonner-October
 English II-Shakespeare Play-Ms. Bonner-April/May
 English II-NJ Renaissance Faire-Ms. Bonner-May/June or
 English II-PA Renaissance Faire-Ms. Bonner-October
 English II/History-History Tour of Boston-Mr. Miller & Ms. Bonner-April/May
 Environmental Students-Philadelphia Zoo-Ms. Tretola-Fall
 Environmental Students-Camden Aquarium-Ms. Tretola-Spring
 Forensic & Anatomy-Mutter Museum-Ms. Jones-December
 German-Collingswood Oktoberfest-Ms. DeMarco-October
 German-CSS Christmas program- Ms. DeMarco-December
 German-Christkindlmarkt-Ms. DeMarco-December
 German-CSS spring program-Ms. DeMarco-May
 German-Brauhaus Schmitz –Philadelphia-Ms. DeMarco-June
 Guidance-RCBC Spring Registration visit-Mrs. Crean-April/May
 Interact-Volunteer at Hope Community Charter School –Mrs. Foster-March
 Interact-Carnival Day at BCSSS sponsored by PRC Rotary-Mrs.Foster-March
 Interact-Great Adventure-Mrs. Foster-June
 Interact-Field Day-CSS-Mrs. Foster-June
 Jr. Student Council-TCNJ-Fall business meeting-Ms. VanZandt-October
 Jr. Student Council-TCNJ-Winter Business meeting-Ms. VanZandt-January
 Jr. Student Council-Spring trip to Great Adventure-Ms. VanZandt-June
 Marching Band-All Away football games-Mr. Moore-Sept through November
 Marching Band-Competitions-Mr. Moore-varied in fall
 Marching Band-Halloween Parade-Mr. Moore-October
 Marching Band-Trenton Thunder Baseball Game-Mr. Moore-May
 Marching Band-Memorial Day-Mr. Moore
 Middle School Trip-Ms. VanZandt-May/June
 National Honor Society-LEAD conference-Ms. Bonner-February
 National Honor Society-State Summit-Ms. Bonner-TBD (date not released yet)
 Palmyra Players-Broadway Trip-Ms. Jablonski/Lofland-Oct./Nov.
 Palmyra Players-Rutgers theatre tour-Ms. Jablonski/Lofland-December
 Palmyra Players-Broadway Trip-Ms. Jablonski/Lofland-March/April
 Palmyra Players-Teen Arts Festival-Ms. Jablonski/Lofland-March
 Palmyra Players-CSS for short performances-Ms. Jablonski/Lofland-spring

Renaissance-Phillies Game-Mr. Mehler-May
 SAC trip to Cooper Trauma Center-Ms. Birch-November, February and May
 Senior Class-Disney Trip-Ms. Birch-March
 Soccer-Philadelphia Union Game for boys' team-Mr. Mike Papenberg-Aug. 18th
 Spanish trip Flamenco Dance Show-Mrs. Salvo-November
 Spanish-Malaga Restaurant in Trenton-Ms. Salvo-April
 Student Council-TCNJ Fall Conference-Ms. Martino/Jones-October
 Student Council-TCN Winter Conference-Ms. Martino/Jones-January
 Student Council-Six Flags Great Adventure Spring Conference-Ms. Martino/Jones-June
 Technology Dept.-South Jersey Technology Park at Rowan-Mr. Gore-October/November
 Tomorrow's Teachers-NJ Future Educators Conference-Mrs. Patchel-September & June

Roll Call Vote Full Board

Motion: _____ Second _____

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

15.02a That the following summer enrichment activities be approved for July through August 2018 as listed:

STEAM Camp - July 23rd-July 26th (4 days) from 9:00-11:00am
 Algebra Boot Camp - July 30th-August 2nd (4 days) from 9:00-11:00am
 AP Mini-Classes - Thursday, July 26th

9:00-10:00am AP US History
 10:00-11:00am AP Chemistry
 11:00-12:00noon AP Physics
 12:00-1:00pm Physics First (w/students and parents)

AP Mini-Classes - Tuesday, July 31st

9:00-10:00am AP English
 10:00-11:00am AP Biology
 11:00-12:00noon AP European History
 12:00-1:00pm AP Calculus

15.02b College Boot Camp: Wednesday, August 22nd from 9:00 – 2:00pm

15.02c Band Camp July 30th-August 20th

**All activities to be held at Palmyra High School

15.02d Approve summer curriculum writing as listed:

<u>Course Title</u>	<u>Projected Hours</u>
Physical Education I, II, III, IV	16 hours
Health I, II, III, IV	10 hours
German II	8 hours
Elementary Music Grades 3 and 4	8 hours
Elementary Music Grades 1 and 2	8 hours
AP United States History	8 hours

AP European History	8 hours
AP English Literature and Composition	8 hours
World History	10 hours
Calculus	8 hours
Economics (History)	5 hours
Intro to German Cultures and Language	5 hours
Intro to Spanish Cultures and Language	5 hours
Nutrition	5 hours
Piano	5 hours
Guitar	5 hours
Geometry	8 hours
English Language Arts Grade 8	10 hours

Rate \$33.00/hour in accordance with the current bargaining agreement between the Palmyra Board of Education and the Palmyra Education Association.

Roll Call Vote Full Board

Motion: _____ Second _____

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 That the following summer enrichment activities be approved for July through August 2018 as listed:

9:00am – 11:am, Tuesday through Thursday, July 17th to July 26th

- Fundamental Writing 1st-3rd
- Creative Writing 4th-6th
- Math Skills Review Game based 1st-3rd
- Math Skills Review Game Based 4th-6th
- Blossoming with Books 1st-3rd
- Math Manipulative Based Learning
- Computer based learning IXL, Reflex, Ten Marks, and Khan
- STEAM 1st -3rd
- STEAM 4th-6th
- The Green Thumb 3rd-4th
- The Green Thumb 5th-6th

**All activities to be held at Charles Street School

15.03b Approve the following educational field trips:

Date	Destination	Grade/Subject	Staff
6/8/2018	Ronald McDonald House, Camden, NJ	Ms. Adam's 3 rd Grade Class	Ms. Adams
6/6/2018	Palmyra Municipal Bldg	Ms. Adam's 3 rd Grade	Ms. Adams

15.03c Approve homebound instruction as follows:
 • Student #6573861382 effective 05/07/2018

Roll Call Vote Palmyra Board

Motion: _____ Second _____

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

16.02a Discuss date of the June Regular Board Meeting

17 Adjournment

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

Time: _____

Respectfully submitted,

Brian J. McBride
Superintendent of Schools