MINUTES

1 Call to Order

The meeting was called to order at 7:00pm. Mr. Russell read the opening statement.

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 **April 5, 2019.**

2 Moment of Silent Meditation

3 Salute to the Flag

4 The Board Secretary administered the oath of office to Mr. James Dickinson. Mr. Dickinson was newly appointed to fill the vacancy created by a resignation. Mr. Dickinson will serve through December 31, 2019.

5 Roll Call

Present: Ms. Austin, Ms. Beck, Ms. Belton, Ms. Campbell (7:12pm), Mr. Liebe, Mr. Quigg, Mr. Russell, Mr. Toner, Mr. Elliott, Mr. Stewart, Ms. Scott
Absent: none

6 Presentations:

6.01 Students of the Month

Ms. Beck, Mr. McBride and Ms. Sabo presented the awards for student of the month at Palmyra High School to:

Calli Carr - 7th/8th Grade
Naomi Caban - 9th/10th Grade
Tayviannah Myers - 11th/12th Grade
Liam Brett – 11th/12th Grade

Ms. Campbell was seated at this time

Ms. Beck, Mr. McBride and Mr. Tracey presented the award for students of the month at Charles Street School to:

Alexandria Minnix – 3rd/4th Grade
Abigale Kline – 4th/5th Grade

6.02 Middle School

Mr. McBride presented information regarding the upcoming grade re-alignment.

7 Reports

7.01 Superintendent - none

7.02 Board Committees

7.02a Policy & Curriculum
Ms. Austin reported that the committee met on March 27th to discuss the policies and curriculum, which are included on the current agenda, and the PHS credit completion program.

7.02b Finance & Physical Plant
Mr. Toner reported that the committee did not meet during this period. He noted the receipt and review of the bids for the PHS Science Lab and Vestibule project.

7.02c Human Resources & Negotiation
Ms. Beck reported that the committee met on March 27th to discuss the staffing considerations and appointment recommendations contained in this agenda, negotiations with the Palmyra Administrator Association, and Middle School staffing.

7.02d Planning Committee
Mr. Russell reported that the committee met on April 2nd to discuss re-branding, the Board retreat, concerns regarding the use of Google calendar and the next cycle of the strategic plan.

7.03 Sending District Reports

7.03a Beverly
Mr. Stewart acknowledged his position as the representative from Beverly and is looking forward to serving.

7.03b Riverton
Mr. Elliot reported that the Riverton Board of Education met on March 19th. He noted that the April meeting had been re-scheduled for April 30, that Family Fun Night would be held on May 10th at Sacred Heart, and that the Riverton School successfully completed its QSAC review.

7.04 Student Representative
Ms. Scott reported on the upcoming High School Musical, Mr. PHS and the prom.

7.05 PTA
Ms. Bachich provided the following report.

- At the April 1 PTA meeting, Mr. McBride and Mr. Blatchley provided a preview of the 2019-2020 budget.
- On April 4 & 5, the PTA's cultural arts committee sponsored a songwriting assembly workshop in which Charles Street students worked with professional musician Brian Chevalier to write a new school song, which will be recorded and made available for future use at the school.
- CSS yearbooks are on sale now! The deadline for ordering a yearbook is this coming Monday, April 15. Orders can be made online or by using the order form sent home with students. Extra order forms are available in the CSS office.
- The PTA is currently accepting nominations for the positions of Vice President and Secretary for the upcoming year. If you or someone you know is interested, please contact Nomination Committee chairperson Lee Stoner before the nomination deadline of Wednesday, April 16.
- On April 30 the PTA will sponsor a science lab assembly for the 7th and 8th grade students hosted by Adventure Aquarium.

- The second general meeting of the year will be held May 6 at 7 p.m. in the CSS library.
- May 17 will be the Ice Cream Social, the third and final general meeting of the year, and the announcement and installation of our newly elected officers – all taking place in the CSS cafeteria.
- The spring book fair will be held May 17-23.
- May 22nd the PTA will be hosting a Mad Science family night at CSS featuring science make-and-take activities for CSS students and their families.
- The 5th and 6th grade dance will be held May 31 at CSS and the 8th grade dance will be held June 7 at the Palmyra Harbour Clubhouse.
- June 7 is also Fitness Day at Charles Street – information about Fitness Day will be coming home with students soon.

7.06 Borough Liaison
Ms. Tait thanked Interact for its assistance with the Palmyra Borough Easter Egg Hunt. She made note of the summer YMCA program and street repairs taking place throughout the Borough.

7.07 PHSFEE
Ms. Robinson reported on the Ellis Foundation Grant being used to fund a community mural project.

8 Correspondence

Mr. Russell noted a letter received from Joseph's House in response to a donation of a "van full of Wish List items" donated by Palmyra High School.

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.

No member of the public wished to be recognized at this time.

10 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 **15** 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 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

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: Mr. Quigg Second: Mr. Elliott
Vote: Unanimous Consent
Time: 8:02pm

11 Return from Executive Session

Voice Vote by Full Board

Motion: Mr. Elliott Second: Mr. Quigg
Vote: Unanimous Consent
Time: 8:27pm

12 Routine Business

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

12.01a +Enrollment for March 2019
12.01b +Fire/Safety/Bus Drills for March 2019
12.01c +Health Report for March 2019
12.01d +HIB Report for March 2019
12.01e +Student Safety Data Report for March 2019
12.01f +Approve the following Palmyra Arts Booster Club volunteers to assist with the HS Play: Bridgette Breese, Kathy Hartman, Sharon Lake, Stephen Lake, Rachael Ostroff, Patrick Poole, Kim Robinson, Colleen Sacca, Linda Yansick, and Jennifer Young.

Voice Vote by Full Board

Motion: Mr. Toner Second: Mr. Elliott
Vote: Unanimous Consent

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

12.02a +Check Register for February 2019 representing hand and machine checks totaling $ 2,946,297.74.

12.02b +Board Secretary's Report for February 2019 and the Treasurer's Report for February 2019 which have been found to be in agreement.

12.02c +Transfer Report for February 2019

12.02d +Board Minutes:
- Regular Meeting of March 13, 2019.

12.02e Professional Development:

Name	Workshop/Travel	Date	Cost	Location
Lianne Kane	75 Quick On the Spot Techniques for Children & Adolescents with Emotional & Behavioral Problems	4/16/19	199.99	Trevose, PA
Katie DeMarco	SJAATG Spring Professional Development Day	5/17/19	25.00	Cherry Hill, NJ

Roll Call Vote by Full Board:

Motion: Mr. Toner Second: Mr. Quigg

Ayes: (10) Ms. Austin, Ms. Campbell, Mr. Toner, Mr. Dickinson (12.02a-c & e), Mr. Liebe, Mr. Quigg, Mr. Elliott, Ms. Belton, Ms. Beck, Mr. Russell
Nays: (0) none
Abstentions: (1) Mr. Stewart, Mr. Dickinson (12.02d)

13 Old Business – Board Retreat discussion.

14 Human Resources & Negotiation

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

14.01a Appoint Ms. Lori Seminara as a Learning Disabilities Teacher-Consultant starting April 1, 2019 through the end of the school year at a maximum salary, paid out per diem, not to exceed $8,400.00.

14.01b Approve request to enroll in college course and apply for tuition reimbursement:

Staff Member	Course/School	Dates	Cost
Kenneth Miller	COUN 6131 School Counseling Internship 1/Capella University	4/8/19-6/14/19	Per the negotiated agreement

14.01c Approve the following substitute:

Name	Position	Rate of Pay	Notes
Twyla Seward	Teacher	$80.00	Pending Criminal History Background Check

14.01d Approve Kathryn Petersen, substitute teacher, to receive $90.00 per diem to reflect her earning a teaching certificate, which is on file.

Roll Call Vote by Full Board:

Motion: Mr. Quigg Second: Ms. Beck

Ayes: (11) Ms. Austin, Ms. Campbell, Mr. Toner, Mr. Dickinson, Mr. Liebe, Mr. Quigg, Mr. Elliott, Mr. Stewart, Ms. Belton, Ms. Beck, Mr. Russell
Nays: (0) none
Abstentions: (0) none

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

14.02a +Accept a letter of resignation from Mr. Douglas Straeter effective April 10, 2019.

14.02b Approve FMLA, as per request on file in the Business Office, for employee #76785609 from May 1, 2019 through the end of the school year.

14.02c Approve Katherine Petersen as a long term teacher replacement for Grade 4 from 05/01/2019 through the end of the school year at a salary of $52,222 (pro-rated).

Roll Call Vote Palmyra Board

Motion: Mr. Toner Second: Mr. Liebe

Ayes: (9) Ms. Austin, Ms. Campbell, Mr. Toner, Mr. Dickinson, Mr. Liebe, Mr. Quigg, Ms. Belton, Ms. Beck, Mr. Russell
Nays: (0) none
Abstentions: (0) none

15 Business, Finance and Operations

15.01 Certification
Pursuant to NJAC 6:20-2.13(e), we certify that as of February 28, 2019, 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 by Full Board:

Motion: Mr. Toner Second: Mr. Elliott

Ayes: (11) Ms. Austin, Ms. Campbell, Mr. Toner, Mr. Dickinson, Mr. Liebe, Mr. Quigg, Mr. Elliott, Mr. Stewart, Ms. Belton, Ms. Beck, Mr. Russell
Nays: (0) none
Abstentions: (0) none

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

15.02a Approve the use of Brett DiNovi & Associated LLC to provide 1:1 Clinical Associate Aides for the 2018-2019 school year at a rate of $47.50/hour for the following students: #2136964729 and #4061825483.

15.02b Void the following FY 18 checks and return the balances to the corresponding fund accounts:

Name	Check #	Amount	Explanation
Maiorino, T.	100640	$57.00	Ref Fee
SJ Softball Association	101188	$40.00	2018 Membership Fee
Hobart Inc.	101220	$16.74	Dishwasher Repair

15.02c That Nutri-Serve Food Management Inc. be approved to provide food services management for the 2019-2020 school year, which is the second year of the current three year contract, in accordance with the terms and conditions of said contract, for a set fee not to exceed $23,805.00.

Roll Call Vote by Full Board:

Motion: Mr. Quigg Second: Mr. Liebe

Ayes: (11) Ms. Austin, Ms. Campbell, Mr. Toner, Mr. Dickinson, Mr. Liebe, Mr. Quigg, Mr. Elliott, Mr. Stewart, Ms. Belton, Ms. Beck, Mr. Russell
Nays: (0) none
Abstentions: (0) none

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

Award the contract for Palmyra High School Lab Renovations and Security Vestibule to Levy Construction Company Inc. as specified and in accordance with the bid as submitted for the amount of $249,600.00 for the base bid and $50,600.00 for Alternate #1.

Pursuant to the Board solicitation, bids for Palmyra High School Lab Renovations and Security Vestibule were opened on April 3, 2019 at 3:00pm by the School Business Administrator with the following result:

Vendor	Base Bid	Alternate #1
Levy Construction Company	$249,600	$50,600
Joseph Porretta Builders	$285,000	$22,000
Coastal Land Contractors	$294,043	$24,714
W. J. Gross Inc.	$272,000	$51,900
Dandrea Construction	$299,000	$35,300
Ascend Construction	$297,000	$38,500
J. H. Williams Enterprises	$298,500	$56,000
Duall Building Restoration	$340,000	$62,000

Roll Call Vote by Full Board:

Motion: Mr. Toner Second: Mr. Elliott

Ayes: (11) Ms. Austin, Ms. Campbell, Mr. Toner, Mr. Dickinson, Mr. Liebe, Mr. Quigg, Mr. Elliott, Mr. Stewart, Ms. Belton, Ms. Beck, Mr. Russell
Nays: (0) none
Abstentions: (0) none

16 Policy & Curriculum

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

16.01a +Approve the following policies and regulations:

- R 5330.04 Administering an Opioid Antidote - New (2nd reading)
- P 2431.3 Practice and Pre-Season Heat-Acclimation for School-Sponsored and

Extra-Curricular Activities – New (1st reading)

- P 0144 Board Member Orientation – Revised
- P 6311 Contracts for Goods of Services Funded by federal Grants – New (1st reading)
- P 5512.02 Cyber Bullying - Delete

16.01b Approve the PHS Credit completion Program for the 2018-2019 school year to run for 10 days, from May 14 to June 4, 2019, at 4 hours per day. Staff will be compensated in accordance with the terms and conditions of the appropriate Collective Bargaining Agreement.

16.01c +Approve a visiting student from Hawaii to practice with the PHS Track & Field team from 5/16 to 5/28/2019 conditional on the receipt of a waiver signed by the student's parents and current physical forms.

Roll Call Vote by Full Board:

Motion: Mr. Quigg Second: Ms. Campbell

Ayes: (11) Ms. Austin, Ms. Campbell, Mr. Toner, Mr. Dickinson, Mr. Liebe, Mr. Quigg, Mr. Elliott, Mr. Stewart, Ms. Belton, Ms. Beck, Mr. Russell
Nays: (0) none
Abstentions: (0) none

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

16.02a Approve the 2019-2022 PAA-BOE Collective Bargaining Agreement.

16.02b +Approve the MOU between the Palmyra School District, the Palmyra Borough Police Department and the Borough of Palmyra for the Summer Expansion Program of the At Risk Youth Program.

16.02c Approve the MOU between the Borough of Palmyra Board of Education and the Palmyra Police Department for Access to Live Stream Video.

Roll Call Vote by Full Board:

Motion: Mr. Toner Second: Mr. Quigg

Ayes: (11) Ms. Austin, Ms. Campbell, Mr. Toner, Mr. Dickinson, Mr. Liebe, Mr. Quigg, Mr. Elliott, Mr. Stewart, Ms. Belton, Ms. Beck, Mr. Russell
Nays: (0) none
Abstentions: (0) none

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

16.03a Approve the following fundraising activities:

Date(s)	Organization	Description	Purpose
4/9/19	PHS Track & Field Team	Dine & Donate at Chipotle, Cinnaminson	Proceeds: additional equipment & supplies
4/18/19	Renaissance Club	Dress Down Day	Proceeds: Renaissance

			Club awards program
4/20/19	Palmyra Soccer Boosters	Sell concessions at the Ed Morgan Memorial Softball Tournament	Proceeds: PHS Soccer Program
5/17/19	PHS Track & Field Team	Dress Down Day	Proceeds: additional equipment & supplies
5/18/19	Palmyra Soccer Boosters	Sell hoagies at Legion Field Concession Stand	Proceeds: PHS Soccer Program

16.03b +Approve Palmyra High School's 2019-2020 Proposed Field Trips.

16.03c Approve the following field trips:

Date	Destination	Grade/Subject	Staff Member
6/5/2019	CBJ Institute Event, Camden	10-11 Graders	Ms. Sabo

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

Roll Call Vote by Full Board:

Motion: Mr. Liebe Second: Mr. Stewart

Ayes: (11) Ms. Austin, Ms. Campbell, Mr. Toner, Mr. Dickinson, Mr. Liebe, Mr. Quigg, Mr. Elliott, Mr. Stewart, Ms. Belton, Ms. Beck, Mr. Russell
Nays: (0) none
Abstentions: (0) none

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

16.04a Accept the donation of a tree from the Borough of Palmyra Shade Tree Advisory Panel, in recognition Arbor Day 2019, and approve the Charles Street School 3rd Grade students to participate in the donation ceremony anticipated for May 3, 2019.

16.04b +Approve the School Bus Emergency Evacuation Drill Report for 3/29/2019 at 1:00 pm at Charles Street School. The drill was held in the CSS parking Lot for Route/Bus #21 and was supervised by Mr. Tracey and Mr. Dreby.

16.04c Approve the following fundraising activities:

Date(s)	Organization	Description	Purpose
5/20/2019	Barnes Museum, Philadelphia, PA	4th-8th Grade PTA Art Award Recipients	Ms. Hoffecker
4/10-5/1/19	5th/6th Grade Dance	Hold a Bart's Flower sale	Proceeds: 5th/6th Grade Dance
4/10-5/1/19	5th/6th Grade Dance	Hold a Little House Candle sale	Proceeds: 5th/6th Grade Dance

16.04d Approve the following field trips:

Date	Destination	Grade/Subject	Staff Member

5/8/19	Rock the Spectrum, Mt. Laurel	Preschool	Ms. Pogoda
5/23/19	Great Adventure, Jackson NJ	6th Gr Safety Patrol	Ms. Ruff

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

Roll Call Vote Palmyra Board

Motion: Mr. Liebe Second: Mr. Stewart

Ayes: (9) Ms. Austin, Ms. Campbell, Mr. Toner, Mr. Dickinson, Mr. Liebe, Mr. Quigg, Ms. Belton, Ms. Beck, Mr. Russell
Nays: (0) none
Abstentions: (0) none

17 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.

17.01 Recognition of Members of the Public

Ms. Allen asked why the Board has not considered hiring someone from the outside to fill the role of Charles Street Principal for the upcoming school year.

Mr. McBride provided an explanation which included information regarding the current administrative alignment and the limitations of the State imposed administrative cap.

Ms. Jablonski rose to speak regarding the upcoming High School musical.

17.02 Recognition of Members of the Board

Mr. Russell and Mr. McBride made note of upcoming activities and events.

18 Adjournment

Voice Vote by Full Board

Motion: Mr. Quigg Second: Mr. Elliott
Vote: Unanimous Consent
Time: 9:11pm

Respectfully submitted,

William R. Blatchley
School Business Administrator/Board Secretary