



PALMYRA BOARD OF EDUCATION

PALMYRA, NJ 08065

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

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

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

MARCH 11, 2020 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 high school library bulletin board, and board offices; mailed to the Palmyra Borough Clerk, Burlington County Times, and the Courier Post, on **March 6, 2020**.

2 Moment of Silent Meditation

3 Salute to the Flag

4 Roll Call

5 Presentations

5.01 Student of the Month

6 Reports

6.01 Superintendent

- Quarterly Data Presentation
- Mural Report
- Period 1 SSDS Submission

6.02 Board Committees

- 6.02a Policy & Curriculum
- 6.02b Finance & Physical Plant
- 6.02c Human Resources & Negotiation
- 6.02d Strategic Planning
- 6.02e Executive

6.03 Sending District Reports

- 6.03a Beverly
- 6.03b Riverton
- 6.04 Student Representative
- 6.05 PTA
- 6.06 PHSFEE
- 6.07 Borough Liaison

7 Correspondence - none

8 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.

9 Reports and Routine Approvals

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

- 9.01a +Enrollment Report – February 2020
- 9.01b +Health Report – February 2020
- 9.01c +HIB/SSDS Report
- 9.01d Volunteers:
 - Vicky Agnew, PHS secretary, general volunteer capacity as needed
 - Abigail Fekete, 2020 ESY program from 7/6/2020 to 8/6/2020 (criminal history background check on file)
 - Emily Robles, 2020 ESY program from 7/6/2020 to 8/6/2020 (pending criminal history background check)
- 9.01e +Fire & Safety Drills – February 2020
- 9.01f +Bill List – 2/6/2020 through 3/4/2020
- 9.01g +Board Secretary Report and the Treasurer Report for January 2020 which have been found to be in agreement
- 9.01h +Transfer Report – January 2020
- 9.01i +Minutes
 - Regular meeting on February 12, 2020
 - Board Retreat on February 29, 2020
- 9.01j Student Placements/Homebound Instruction
 - Hospital Instruction for student #7607008145 at Penn Medicine Princeton House Behavioral Health from 2/4/2020 for 2 hours/day, Monday – Friday for 4 weeks or as determined by the facility
 - Approve student #8037099535 to receive homebound instruction from 3/9/2020 through 3/19/2020
- 9.01k Travel and Professional Development – none

Roll Call Vote Full Board

Motion: _____ Second: _____

10 Old Business - none

11 Policy and Curriculum

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

- 11.01a District Policies and Regulations – none
- 11.01b +Accept the NJDOE SSDS Period 1 Submission

11.01c +Trips, Student Activities and Fundraisers – see Appendix: Fundraisers 9-12 and Appendix: Field Trips 9-12

12 Business, Finance and Operations

12.01 CERTIFICATION

Pursuant to NJAC 6:20-2.13(e), we certify that as of January 31, 2020, 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.

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

12.02a. That the Palmyra Board of Education includes in the proposed budget \$350,000 to be transferred from the district Maintenance Reserve account. The additional funds are included in the base budget and will be used to pay for the maintenance and upkeep of district facilities pursuant to N.J.A.C. 6A:23A-14.2(d).

12.02b That the tentative budget includes 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 \$162,361 for necessary operational costs that must be completed by the end of the end of the fiscal year and will not be deferred or incrementally completed over a longer period of time.

12.02c 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.

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

That the tentative 2020-2021 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
Total Expenditures	\$18,681,382	\$533,480	\$1,155,625	\$20,370,487
Less: Anticipated Revenues	\$8,752,596	\$533,480	\$169,667	\$9,455,743
Taxes to be Raised	\$9,928,786	\$0	\$985,958	\$10,914,744

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 6, 2020 at 7:00pm in the Delaware Avenue School All Purpose room for the purpose of conducting a public hearing on the 2020-2021 budget.

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

That 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 \$30,000 for the 2020-2021 fiscal year for all for staff, and Board of Education members pursuant to P.L. 2007, c. 53 legislation, An Act Concerning School District Accountability, Section 15:6(p) requiring that school districts establish a maximum travel expenditure amount for the upcoming 2020-2021 school year,

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

12.05a That the Board hereby appoints Remington & Vernick Engineers of Haddonfield, New Jersey to conduct Design/Build, Management and Construction Administrative Services and Clearance and Testing Services pursuant to the abatement and replacement of the Charles Street Gym Floor for a sum not to exceed \$75,000.00 pursuant to the proposal on file in the Business Office.

12.05b That the Board hereby authorizes submission of the NJSDA Security Grant for the purpose of funding the installation of a panic alarm system in Charles Street School and other security upgrades.

13 Personnel

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

13.01a Appointments:

- Christina Garson, PMS/PHS Cafeteria Aide, starting 03/12/2020 (pending criminal history background check)

13.01b Student Teachers/Observations:

- Victoria Dixon, PHS alumna, to observe 20 hours at PMS/PHS for EDU 210, Principals and Pedagogy, Rowan College of Burlington County for the remainder of the 2019-2020 school year (pending criminal history background check)
- Daniel Vause, Rowan University, student teacher to be placed with Mr. Yoon for 2020-2021 Fall and Spring semesters (criminal history background check on file)

Roll Call Vote Full Board

Motion: _____

Second: _____

14 Policy and Curriculum – PK-8

14.01 BE IT RESOLVED that the following Policy and Curriculum actions affecting grades PK-8 only are hereby approved as recommended by the Superintendent

14.01a District Policies and Regulations - none

14.01b +Approve children's author Alysson Foti-Bourque to visit with 3rd grade classes on 5/6/2020

14.01c +Trips, Student Activities and Fundraisers: see Appendix-Fundraisers PreK-8

15 Personnel – PK-8

15.01 BE IT RESOLVED that the following personnel actions affecting grades PK-8 only are hereby approved as recommended by the Superintendent

15.01a Appointments:

- Student #4730796252, After School Program starting 3/12/2020
- Matthew Bowen, Middle School Track coach for the 2020 spring season
- Holly Skowronski, 1:1 Classroom Aide at CSS, for the remainder of the 2019-2020 school year at a salary of \$16,683 pro-rated to reflect start date 03/12/2020

15.01b Jannet Vaca to receive a \$2,200 stipend, effective 2/1/2020, for prepping for a 5th class to provide ESL services to middle school students

15.01c Student Teachers/Observations:

- Rebekah Allen, RCBC student, to observe 20 hours total between Ms. Michaels's Inclusion class and Ms. Allen's 5th grade class for the remainder of the 2019-2020 school year (criminal history background check on file)

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

17 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 **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
- X 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
- _____ 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.

Upon its return from closed session the Board may take action.

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

Return from Closed Session

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

18 Adjournment

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

Time: _____

APPENDIX - FIELD TRIPS 9-12

Agenda: March 11, 2020

Date(s)	Organization/Class	Description	Purpose
3/16/2020	Senior Class	Dorm Fire Safety presentation at Cinnaminson HS	Educate Seniors on dorm fires and fire safety
5/27/2020	11 th & 12 th Grade	Construction Industry Career Day, Edison, NJ	Present opportunities to juniors and seniors who are pursuing a trade or a trade school education

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

