



**PALMYRA BOARD OF EDUCATION
PALMYRA, NJ 08065**

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

Administrative Office
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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

June 10, 2020 • 7:00 pm Eastern Time

MEETING WILL BE CONDUCTED REMOTELY USING VIRTUAL AND TELEPHONIC TECHNOLOGY

To join the meeting via Internet link, click below and follow the directions for joining the meeting:

<https://xtel.accessionmeeting.com/j/1158019145>

To join via iPhone one-tap:

+18568070289,,1158019145# (US Toll)
+18568070288,,1158019145# (US Toll)

To join by phone:

Dial: +1 8568070289 (US Toll) or +1 8568070288 (US Toll)
Meeting ID: 115 801 9145

Public comment for Agenda items or other topics must be submitted no later than 2:00 PM on Wednesday, June 10, 2020 using the link below:

[Palmyra BOE Agenda Comments](#)

All comments received by the Board will be read aloud into the official record.

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 N.J.S.A. 10:4-9.1 electronic notice of this meeting was posted to the school district website on **June 5, 2020**. The notice included instructions to the public regarding how to access the remote meeting and the procedures for commenting vial electronic mail.

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
 - 6.01a Quarterly Data Report
- 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

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.

All electronic comments received by the Board will be read aloud into the official record.

9 Reports and Routine Approvals

- 9.01 BE IT RESOLVED that the following reports are hereby accepted and approved
 - 9.01a +Bill List – through JUNE 5, 2020
 - 9.01b +Board Secretary Report and the Treasurer Report for April 30, 2020 which have been found to be in agreement
 - 9.01c +Transfer Report – April 30, 2020
 - 9.01d +HIB/SSDS Report for June 2020
 - 9.01e +Minutes of the Regular Meetings
 - May 6, 2020
 - May 13, 2020

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:
 - P 3421.13 Postnatal Accommodations – new, 1st reading

- P 4421.13 Postnatal Accommodations – new, 1st reading
- R 1581 Domestic Violence – new, 1st reading
- P 0152 Board Officers – revised
- P 1581 Domestic Violence – revised
- P 2422 Health and Physical Education – revised
- P & R 5330 Administration of Medication – revised
- P 7142 Supervision of Construction – revised
- P 8210 School Year – revised
- P 8220 School Day – revised
- R 8220 School Closings – revised
- P 8462 Reporting Potentially Missing or Abused Children – revised

11.01b +Approve the revised Public Health-Related School Closure Plan

11.01c + Approve the district Job Descriptions as revised

11.01d That the District's Standard Operating Procedures be re-adopted for the 2020-2021 school year.

11.01e That the District Policy Manual and Bylaws be re-adopted for the 2020-2021 school year.

11.01f +Approve the Comprehensive Equity Plan (CEP) Annual Statement of Assurance for the 2020/2021 school year.

11.01g +Approve the Security Drill Statement of Assurance for the 2019-2020 school year.

11.01h +Approve the Lead Testing Program SOA for the 2019-2020 school year.

11.01i +Approve the Articulation Agreement between TCNJ and the Palmyra School District

11.01j Recommend that Board accept the New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights District and School Grade Report for 2018-2019.

11.01k +Trips, Student Activities and Fundraisers:

- See Appendix: Fundraisers 9-12

12 Business, Finance and Operations

12.01 CERTIFICATION

Pursuant to NJAC 6:20-2.13(e), we certify that as of April 30, 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:

That the following Professional Service contracts are awarded pursuant to N.J.S.A. 18A:18A 5(a)(1). The contract period for all contracts listed below is one-year beginning 1 July, 2020 and ending on 30 June, 2021. That a copy of this action as well as the contracts be placed on file with the Board Secretary and that a notice specifying these awards be published in accordance with the Public School Contracts Law (Attachment D):

- Joseph Betley, Esq. of Capehart & Scatchard school solicitor - not to exceed \$25,000
- McManimon, Scotland & Baumann LLC, Bond Counsel of Record – cost vary depending upon services rendered, no costs anticipated at this time
- Nightlinger, Colavita, & Volpa PA, Auditor – audit fee \$24,500
- Garrison Architects, Architect of Record – cost vary depending upon services rendered
- Virtua Medical Group PA, School Physician(s) – not to exceed \$10,000

- The Barclay Group Risk Management Consultant - no costs anticipated
- Brown & Brown Insurance, Health Benefits Advisor - no costs anticipated
- Phoenix Advisors Continuing Disclosure Agent Services and Independent Registered Municipal Advisor of Record – not to exceed \$1200.00

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

12.03a Renew Oncourse software contract (includes SIS, Gradebook, Lesson Planner, Student Stats, Curriculum Builder, SGO, Evaluate, Classroom, Analytics, Assessment, and Annual Service) for 2020-2021 in accordance with proposal on file in the Business Office.

12.03b Approval for Educational Services Unit (ESU) from Burlington County Special Services School District (BCSSSD) to provide Occupational Therapy (OT) and/or Physical Therapy (PT) services during the Extended School Year of 2020 as part of students' IEPs. Block rate is \$528.00.

12.03c +Approval to use the translating language agency Para-Plus Translation, Inc., located in Cherry Hill, NJ. Rates are differentiated by language. See Appendix: Para-Plus Translations for rates.

12.03d Approval for Princeton Health/Penn Medicine servicing students at Katzenbach, the NJ School for the Deaf for Occupational Therapy and Physical Therapy, at a rate of \$93.00 for 30 minutes, starting July 1, 2020 and ending June 30, 2021.

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

12.04a That the Unit Pricing Rates as presented to the Finance Committee be utilized and applied as required for the 2020-2021 school year.

12.04b Create Student Activity Fund Disney and Class accounts for the Class of 2024

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

That petty cash accounts be established for the 2020-2021 school year in accordance with District Policy 6620 in the amounts and under the direction of staff as follows with the maximum expenditure that may be made from each school or department account is seventy-five dollars (\$75). The maximum expenditure that may be made from the Business Office account is two-hundred dollars (\$200).

Business Office	\$350	Business Administrator
Charles Street School	\$125	Principal
Palmyra High School	\$125	Principal
Buildings & Grounds	\$125	Maintenance Supervisor

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

12.06a WHEREAS, the Palmyra Board of Education, hereafter referred to as "Educational Facility" is a member of the School Alliance Insurance Fund, hereinafter referred to as "Fund"; and

WHEREAS, said renewal membership terminates as of July 1, 2020 at 12:01 a.m. standard time, unless earlier renewed by agreement between the Educational Facility and the Fund; and

WHEREAS, the Educational Facility is afforded the following types of coverages: Workers' Compensation & Supplemental Indemnity

Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
Excess Liability (AL/GL)
School Leaders Professional Liability Excess Liability (SLPL)

WHEREAS, the Educational Facility desires to renew said membership;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Educational Facility agrees to renew its membership in the Fund for a period of three years beginning July 1, 2020, and ending July 1, 2023 at 12:01a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance.
2. The Educational Facility's Business Official, William R. Blatchley, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.

12.06b Approve Lincoln Investment and Equitable AXA as the district's 403(b) providers.

12.06c Approve Lincoln Investment as the district's 403(b) Roth provider.

12.06d Renew the agreement with OMNI to serve as the District third-party cafeteria plan administrator.

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

That Investors Bank is hereby appointed as the depository for school district funds for the 2020-2021 school year;

That checks drawn on the Palmyra School District General Account, #1000585209, Payroll Account #1000585214 and Agency Account #1000585228 in Investors Bank, be signed by the Board President, Business Administrator, and School Treasurer;

That checks drawn on the Palmyra School District Unemployment Account, #1000585247, Cafeteria Account #1000585252, Child Care Account #1000585266, Flexible Spending Account #1000585271, and Reserve Account #1000585285 in Investors Bank, be signed by the Business Administrator;

That checks drawn on the Palmyra School District Student Activity Account #1000585233 in Investors Bank, be signed by the Superintendent and Business Administrator; and

That the Business Administrator is hereby authorized to initiate fund transfers on all Palmyra School District accounts in Investors Bank.

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

The Business Administrator is authorized to process invoices for payment with Board confirmation at the next regular meeting. The Business Administrator is authorized to complete account transfers with Board confirmation at the next regular meeting.

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

+Pursuant to PL 2015, Chapter 47 the Palmyra Board of Education intends to renew, award, or permit to expire the contracts previously awarded by the board of education per Attachment. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, N.J.A.C. Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

- 12.10 BE IT RESOLVED that the following Business, Finance and Operations actions are hereby approved as recommended by the Superintendent:
- 12.10a Renew CSI Accounting & Personnel software contract for 2020-2021 school year in accordance with proposal on file in the Business Office.
 - 12.10b Renew Frontline software (AESOP, IEP Direct, and Professional Learning Management) contract for 2020-2021 school year in accordance with proposal on file in the Business Office.
 - 12.10c That Bayada Home Health Care Services, Mt. Laurel, NJ be approved to provide site and transportation based nursing services for the 2020-2021 school year pursuant to contract on file in the Business Office.
 - 12.10d To enter into a Cooperative Purchasing Agreement with the Burlington County Special Services School District – Educational Services Unit and the Middlesex Regional Educational Services Commission for the purchase of work, materials and supplies for the 2020-2021 school year.
 - 12.10e To enter into the Burlington County Educational Services Unit Joint Transportation Agreement in accordance with the terms and conditions as set forth in that agreement for the 2020-2021 school year.
- 12.11 BE IT RESOLVED that the following Business, Finance and Operations actions are hereby approved as recommended by the Superintendent:
- 12.11a To enter into the following cooperative agreements with the Burlington County Educational Services Unit:
 - Professional Services
 - 192/193 Services
 - Non-Public IDEA
 - Non-Public Nursing
 - Non-Public Technology
 - Non-Public Textbooks
 - 12.11b To enter into the following cooperative agreement with the Cinnaminson Township Board of Education:
 - Student transportation services (pursuant to Joint Transportation Agreement)
 - Maintenance of school buses and vehicles and purchase of automotive parts to perform the maintenance and repairs by a qualified bus mechanic
 - 12.11c To enter into the following cooperative agreement with the Maple Shade Board of Education:
 - Student transportation services (pursuant to Joint Transportation Agreement)
 - 12.11d To purchase individual trip transportation services from the Pennsauken Board of Education on an as needed basis.
 - 12.11e Renewal of agreement with CCESC to coordinate transportation services as required for the 2020-2021 school year.
 - 12.11f Renew the District's membership in NJSIAA and BCSL and pay membership fees for the 2020-2021 school year.
- 12.12 BE IT RESOLVED that the following Business, Finance and Operations actions are hereby approved as recommended by the Superintendent:

Approve and authorize the submission of the Cares Emergency Relief Grant.

13 Personnel

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

That the Superintendent is authorized to appoint and transfer certificated and non-certificated staff during the periods of June 11, 2020 through August 25, 2020 with Board confirmation at the next regular meeting.

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

13.02a Appoint Donna Gidjunis as the Treasurer of School Monies for the 2020-2021 school year at a salary of \$6,026.00.

13.02b Appoint Michael Papenberg as the District HIB Coordinator and the PMS/PHS 504 Officer for the 2020-2021 school year.

13.02c Appoint Kara Shore as the HIB Specialist for Palmyra Middle and High School for the 2020-2021 school year.

13.02d Approve the following staff members to write curriculum as required and to be compensated at the rate established in the collective bargaining agreement for the 2020-2021 school year:

C. Blatchley	S. Bonner	M. Bowen
K. DeCesare	J. DeFranco	A. Ehret
K. Faucett	M. Fiordimondo	K. Hagmann
M. Keefe	M. McCann	A. Milewski
D. Murtagh	J. Nevitt	K. O'Connell
S. Pogoda	J. Rosato	K. Salvo
L. Schmidt	M. Sharkey	J. Vaca
J. Walter	J. Yoon	

13.02e Approve the following staff members to participate in summer IEP meetings as needed and to be paid in accordance with the collective bargaining agreement for the 2020-2021 school year:

- Jacqueline Gaffney – Special Education Teacher
- Agatha Williams – General Education Teacher

13.02f Approve the following staff members to serve as the Extended School Year staff from 7/6/2020 to 8/6/2020 and to be paid in accordance with the collective bargaining agreement for the 2020-2021 school year:

- Kristen Marrazzo – ESY Teacher
- Barbra Webb – Speech and Language Pathologist

Roll Call Vote Full Board

Motion: _____ Second: _____

14 Personnel – PK-8

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

14.01a +Student Teachers

- Claire DAscenzo, TCNJ, to be placed with Catherine Blatchley and Jacqueline Gaffney for the Fall Semester of the 2020-2021 school year (criminal history background check is on file)
- Julianna Kamenakis, TCNJ, to be placed with Amanda Ehret for the Fall Semester of 2020-2021 (criminal history background check on file).

- 14.01b Appointment of Kristin Tyler to the position of Lead Teacher at Charles Street School for the 2020-2021 school year at a stipend per contractual agreement.
- 14.01c Appoint Christopher Tracey as the CSS 504 officer for the 2020-2021 school year.
- 14.01d Appoint Christina Birch as the HIB Specialist for Charles Street School for the 2020-2021 school year.

Roll Call Vote Palmyra Board

Motion: _____ Second: _____

15 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.

- 15.01 Recognition of members of the Public
- 15.02 Recognition of members of the Board

16 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 **60 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
- _____ 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
- 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

_____ 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 will not take action.

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

Return from Closed Session

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

17 Adjournment

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

Time: _____

APPENDIX: FUNDRAISERS 9-12
Agenda: June 10, 2020

Date(s)	Organization	Description	Purpose
9-22-2020	Class of 2022	Dine & Donate at Chipotle, Cinnaminson 5 - 9 pm	Proceeds benefit the Class of 2022
Sept-October 2020	Class of 2022	Sell tickets to a comedy show fundraiser (originally planned for April and to be rescheduled due to COVID-19)	Proceeds benefit the Class of 2022
2020-2021 school year	Class of 2022	Hold snack sales in the cafeteria on half days at PMS/PHS	Proceeds benefit the Class of 2022
10/2/2020	Class of 2022	Dress Down Day at PMS/PHS	Proceeds benefit the Class of 2022
9/8/-11/30- 2020	Class of 2022	Clothing sale	Proceeds benefit the Class of 2022
7/8/2020 until supplies are gone	Girls Soccer	Sell t-shirts	Proceeds used to purchase jackets for the 2020 fall season
7/18/2020	Girls Soccer	Car Wash at Wolfschmidt's in Riverton (approved by Riverton Police Dept and social distancing procedures will be observed)	Proceeds used to purchase jackets for the fall season