

**BOARD OF EDUCATION
RUNNEMEDE PUBLIC SCHOOL DISTRICT**

Mary Volz School Library

September 25, 2013

6:00 p.m. Work Session Followed by 7:00 p.m. Regular Meeting

Revised Agenda

Mission Statement

The mission of the Runnemede Public Schools is to provide a successful educational experience for all children. To this end, we expect all students to achieve the New Jersey Core Curriculum Content Standards (NJCCCS) at all grade levels and we will ensure the following:

- Demonstrably effective instructional programs that are aligned with the NJCCCS
- A safe, clean and healthy learning environment
- A motivated, committed, skilled staff who are highly qualified in their content areas
- Collaboration between school, parents and community
- Managerial and fiscal accountability

I. Call Meeting to Order

Sunshine Law: The Runnemede Board of Education Meeting is called to order. The Board of Education is in compliance with Chapter 231 of the Public Laws of 1975, entitled the "Open Public Meetings Act." The time, date and location of this meeting was appropriately advertised by notifying the Retrospect, as well as posting notices in the Borough Hall, Runnemede Post Office, Mary Volz School, Aline Bingham School, Grace Downing School, and the Runnemede Public School District website.

II. Pledge of Allegiance

III. Roll Call:

_____ Patricia Adair	_____ Angel Beebe
_____ Charles Buchheim	_____ Naomi Davidson
_____ Maria Panzarella	_____ Patricia Smith
_____ Samantha Spaulding	_____ Lynn Torrillo
_____ John Wark	

Also Present:

_____ Mark Iannucci, Superintendent
_____ Joanne Augustine, Business Administrator
_____ Jade Yezzi, Principal – Bingham/Downing Schools
_____ Steve Pili, Principal – Mary Volz
_____ Sean McCarron, Supervisor of Curriculum & Instruction
_____ Lori Hynes, Child Study Team Supervisor
_____ Butch Bruner, Buildings & Grounds Supervisor

IV. Approval of Minutes

Motion by _____ Seconded by _____

RECOMMEND that the Board of Education approve the minutes of the following meetings:

1. August 14, 2013 Regular Meeting
2. August 14, 2013 Executive Session (will be distributed at Work Session)

- 3. August 28, 2013 Special Board Retreat Meeting
- 4. August 28, 2013 Executive Session (will be distributed at Work Session)

ROLL CALL VOTE: Yes No Abstain Absent

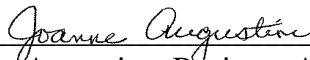
V. Financial Report – Period Ending Preliminary

Motion by _____ Seconded by _____

RECOMMEND that the Board of Education approve the following resolution:

Board Secretary Financial, Revenue and Treasurer’s Reports

- A. Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of July 2013. The Board Secretary certifies that no line item account has between over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.
- B. Treasurer’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of July. The Treasurer’s and Secretary’s report are in agreement for the month of July 2013.
- C. Board Secretary in accordance with N.J.A.C. 6A:23A-16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
- D. Board of Education Certification – pursuant to N.J.A.C. 6A:23A-16.10 (c) 4 We certify that 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 accounts or funds have been over expended in violation of N.J.A.C. 6A:23A-16.10 (b) and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.



 Joanne Augustine, Business Administrator

 Date

ROLL CALL VOTE: Yes No Abstain Absent

VI. Presentations – None at this time

VII. Correspondence (white)

VIII. Recognition of Citizens - Public Comments on Agenda Items Only

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff has had a reasonable opportunity to resolve the problem at the employee level. Statement should be limited to topics to be addressed on the published agenda and limited in length to 3 minutes.

The Board President will recognize those individuals in the audience whom wish to comment on any action items on this Agenda. Please respect the following procedures:

1. Be recognized by Board President.
2. State your full name and address.
3. Identify the resolution/item number on which you wish to comment.
4. Wait to be recognized before you make your comment.
5. Limit your comments to the specific resolution/items.
6. Limit your comments to (3) minutes per person.

IX. Secretary's Report (*white*)

The Board Secretary's Report for August 10-September 20, 2013 is presented in the attached document.

X. Superintendent's Report (*white*)

The Superintendent Report is presented in the attached document.

2013-14 Action Plan/Board Goals (attachment)

XI. Principals' Reports

A. Fire and Security Drills to date were conducted as follows: (2013-14 resumes in October)

SCHOOL	TYPE OF DRILL	DATES
BINGHAM	FIRE	9/11
	EVACUATION DRILL	9/17
DOWNING	FIRE	9/9
	EVACUATION DRILL	9/17
VOLZ	FIRE	9/13
	ACTIVE SHOOTER	9/16

- B. Nurse's Report
- C. Buildings and Grounds Report
- D. Special Education Report

XII. Other Reports

- A. PTA Report
- B. Committee Reports
 - Camden County Education Services Commission
 - NJSBA Report
 - Black Horse Pike
 - Negotiations

XIII. Unfinished Business

XIV. New Business

A. PROPERTY & TRANSPORTATION (white)

Motion by _____ Seconded by _____

Approve the following on the recommendation of the Superintendent:

1. Facility Use

Facility	User	Purpose	Date(s)	Time
Mary Volz Library	REA	Meeting	9-30-13	3:15pm - 4:00 pm
Mary Volz Library	Runnemedede Education Foundation	Meetings every 2 nd Wednesday of the month	10-9-13, 11-13-13, 12-11-13, 1-8-14 2-12-14, 3-12-14 4-9-14, 5-14-14 6-11-14	7:00pm - 9:00 pm
Mary Volz All Purpose Room	Student Council	4 th & 5 th Grade Bingo 6 th , 7 th , 8 th Grade Dance	11-1-13	2:15pm – 3:45pm Bingo 6:30pm – 8:30pm Dance
Mary Volz All Purpose Room and 6 classrooms	Runnemedede Boy Scouts	Leader Training	11-2-13	8:00am – 3:00pm
Mary Volz All Purpose Room	Runnemedede Girl Scouts	Annual Dinner/Show	3-12-14	4:00pm – 9:00pm
Mary Volz Gynmasium and Library	Sean McCarron	MAP Score Review	10-15-13	6:00pm – 7:30pm

2. Interlocal Services Agreement

An Inter-local Service Agreement with Black Horse Pike Regional School District for monthly transportation of Runnemedede district students to the Philly Diner for the 2013-14 school year at a rate of \$50 per round trip

3. Sports Transportation

Due to regional shortage of drivers and equipment, securing transportation for Field Hockey and Soccer games has not been completed as of 9/20/13. Individual dates and times are being arranged in accordance with bus company availability. The following were transported by T&L Transportation:
Field Hockey team - Thursday, 9/19/13; Soccer - Monday, 9/23/13.

Quoted Sports Transportation Award

Field Hockey – T & L Transportation - \$195 per diem

9/19, 9/26, 10/16, and 10/24 for a total cost of \$780

Soccer – T & L Transportation - \$195 per diem

9/23, 9/26, 9/30, 10/1, and 10/16 for a total cost of \$975

4. Field Trips

Location	Purpose	Date	Students	Advisor
Johnson's Corner	Pumpkin Picking	10-17-13	Preschoolers	Rachel Simons

Farm Medford, New Jersey			(Bingham 4 year olds)	
Johnson's Corner Farm Medford, New Jersey	Pumpkin Picking	10-18-13	Preschoolers (Volz 3 year olds)	Cathleen Summerfield
Mary Volz School	Fire Prevention Week – Students will walk from Bingham to Volz to view Runnemedede Fire Truck	10-11-13	Preschoolers (Bingham) 4 year olds	Rachel Simons
The Atlantic Club Atlantic City, NJ	Choral Performance	12-18-13	Middle School Choir	Melissa Maatje

ROLL CALL VOTE: Yes No Abstain Absent

B. PERSONNEL (*white*)

Motion by _____ Seconded by _____

Approve the following on the recommendation of the Superintendent:

1. The 2013-2014 contract with Kennedy University Hospital to examine and treat our students who are suspected of substance abuse.
2. Approve payment of 30.5 unused vacation days for retiring employee #12 at a per diem rate of \$247.67. Total cost is \$7,553.94. Amount will be reduced by the per diem rate of \$247.67 for any vacation days (4 used) prior to October 1, 2013.
3. Ms. Lee Ann Michell as a volunteer for the 2013 field hockey team.
4. Kristin Ambrose as a volunteer for the 2013 soccer team.
5. Substitutes – Ronald Koniecki, Stacey McAnnaney, Brenda Harris-Mague (nurse), Ramona Sparano (custodial)
6. Resignation of Joanne Augustine, School Business Administrator/Board Secretary effective November 15, 2013.
7. Resignation of Ms. Lori Laundra, effective October 4, 2013.
8. Amber Joyce who will be the substitute for employee #357 who will be on FMLA until November 11, 2013.
9. Homebound Instructors for the 2013-2014 school year:

Marisa Burpulis
Lorraine Sirolli
Diane Bergman
Angela Torres

Karen Fazi
MaryKay Grasso
Shannon Griffiths
Christian Whipple

Pat Connell	Mary Helder
Barbara Fanz	Alex Taliaferro
Cathy Summerfield	Jennifer Karaska
Lee Ann Michell	Scott Marakovites

10. Submission of the Memorandum of Agreement with Law Enforcement and the Runnemede School District.

11. Interim Business Administrator Earl Vassallo, beginning October 14, 2013 through June 30, 2014. Up to but not exceeding 3 days per week, at a per diem rate of \$500 a day. (Resume attached)

12. Ms. Lori Laundra, former Business Office payroll administrator, to work on an as needed hourly basis until the position is filled. The hourly rate will be \$35 per hour. Ms. Laundra will also work with new payroll person to ensure smooth transition.

ROLL CALL VOTE: Yes No Abstain Absent

C. FINANCE (green)

Motion by _____ Seconded by _____

Approve the following on the recommendation of the Superintendent and School Business Administrator to approve the following as attached:

1. Transfers and Appropriation/Revenue Adjustments – July, 2013
Cash Report – July, 2013
Treasurer’s Report –
Board Secretary’s Report – July, 2013
2. Professional Development Workshops

Name	Workshop/Conference	Date(s)/Time	Cost
Sean McCarron	Anti-bullying Workshop	10-21-13 8:30-3:30 pm	\$0 + mileage
Karen Feldman	Legal Issues for School Nurses	10-23-13 4:30-7:45 pm	\$49.00 + mileage
Michelle DiMatties	Inter Cultural Competence Skills	11-20-13 9:30-3:30 pm	\$105.00 + mileage
Diane Bergman	West Jersey Reading Council Daily 5 & Café	10-23-13 4:00-8:00 pm	\$43.00 + mileage
Kristin Callahan	Post Traumatic Stress Management Training for School Responders	11-11, 11-12 & 11-16-13	\$235.00 + mileage
Erin Whitescarver	31 st Annual Conference –Autism –NJ	10-17-13 8:00-4:30 pm	\$275.00 + mileage
Jennifer Majewski	31 st Annual Conference- Autism-NJ	10-17-13 8:00-4:30 pm	\$275.00 + mileage

Jeannette Schiraldi	State School Aid (ASSA) training seminar	10-02-13 10:00	\$0 + mileage
Lori Hynes	State School Aid (ASSA) training seminar	10-02-13 10:00	\$0 + mileage
Joanne Augustine	State School Aid (ASSA) training seminar	10-02-13 10:00	\$0 + mileage
Pat Wilson	NJSBA Workshop 2013	10/22/13 10/23/13	Cost covered by BHPR School District
Mark Iannucci	NJASA 16 th Annual New Superintendents' Academy 6 sessions total plus NJASA Spring Conference	10-9-13 11-14-13 12-19-13 1-22-14 2-20-14 4-30-14 8:00 am – 3:00 pm	\$1,550.00 + mileage
Mary Kay Grasso	Heinemann Teaching Reading in Small Groups	11-19-13 8:00 am – 3:00 pm	\$189.00 + mileage
Kelly Carson	Heinemann Teaching Reading in Small Groups	11-19-13 8:00 am – 3:00 pm	\$189.00 + mileage
Stephen Pili	Heinemann Teaching Reading in Small Groups	11-19-13 8:00 – 3:00 pm	\$189.00 + mileage
Carrie Ems	Heinemann Teaching Reading in Small Groups	11-19-13 8:00-3:00 pm	\$189.00 + mileage
Barbara Fanz	Heinemann Teaching Reading in Small Groups	11-19-13 8:00-3:00 pm	\$189.00 + mileage
Nancy Bada	Over 75 Quick “On the Spot Techniques for Children with Emotional & Behavior Problems”	10-14-13 7:30-4:00 pm	\$ 189.00 + mileage
Elizabeth Armetta	Over 75 Quick “On the Spot Techniques for Children with Emotional & Behavior Problems”	10-14-13 7:30-4:00 pm	\$189.00 + mileage
Sean McCarron	Coming Together To Raise Achievement in Writing	10-09-13 9:30-3:00 pm	\$ 0 + mileage
Jade Yezzi	Coming Together To Raise Achievement in Writing	10-09-13 9:30-3:00 pm	\$ 0 + mileage

Kevin Michell	West Jersey Reading Council - Daily 5 & Cafe	10/23/13 4:00am-7:15pm	\$43.00 + mileage
Christina Ayusa	West Jersey Reading Council – Daily 5 & Café	10/23/13 4:00am-7:15 pm	\$43.00 + mileage
Lindsey Lamonica	West Jersey Reading Council – Daily 5 & Café	10/23/13 4:00am-7:15 pm	\$43.00 + mileage
Cathleen Summerfield	Strategies for Teaching Students with Visual Impairments	10/17/13 9:00am-3:00pm	\$0 + mileage
James Winkelspecht	EIRC Charlotte Danielson Teacher Evaluation Workshop	10/30/13 11/1/13 9:00am-3:00pm	\$249.00 + mileage

3. Payment of Bills (Bills Lists attached)

ACCOUNT PERIOD/BATCH #	TOTAL AMOUNT
Bills List #1 – Payroll 07/15/13	\$ 65,106.40
Bills List #2 – Payroll 07/30/13	\$ 73,225.46
Bills List #3 – Payroll 08/15/13	\$ 156,163.11
Bills List #4 – Payroll 08/30/13	\$ 68,004.70
Bills List #5 - 09/25/13 Batch #72	\$ 447,824.59
Bills List #6 – 09/25/13 Batch #73	\$619,566.59
TOTAL	\$1,429,890.85

4. Tuition contracts for the 2013-14 school year for the placement of students in the listed out-of-district placement as per IEP:

<u>Student ID</u>	<u>Placement</u>	<u>Purpose</u>	<u>Cost</u>
2810282421	Bellmawr	Tuition-MD	\$ 18,658.00
2810282421	Bellmawr	ESY	\$ 2,073.00

5. Approve the reimbursement of meals/incidentals and travel per School Policy and GSA guidelines for all Board Members, Superintendent, Business Administrator/Board Secretary, and Curriculum & Instruction Supervisor. Attending the NJSBA/NJASBO/NJASA Workshop in Atlantic City, NJ, October 22 to 24, 2013. Approval of attendance, hotel costs and mileage was approved at the June 27th and August 28th Board meetings. The cost of the hotel shall be reimbursed to the Board of Education should the reservation be cancelled after October 10, 2013.

6. **Realtime contract renewal for 2013-14 school year at the base fee of \$11,745 plus \$5.50 per teacher for the lesson planner module.(No increase)**

7. **Agreement with Brookfield Homebound School Program to provide services for bedside instruction as needed during the 2013-14 school year at the rate of \$38/hour.**
8. **Systems 3000 contract renewal for 2013-14 school year at a cost of \$16,794.**
9. **Accept FY2013 Extraordinary Aid in the amount of \$87,912 received in August.**
10. **Accept Other State Aid for Reimbursement of Nonpublic School Transportation Costs in excess of \$710 per pupil for the 2012-13 school year in the amount of \$4,002.**

ROLL CALL VOTE: Yes No Abstain Absent

D. CURRICULUM (*white*)

Motion by _____ Seconded by _____

Approve the following on the recommendation of the Superintendent:

1. NJQSAC – Statement of Assurance
2. District Improvement Plan – 2013-2014
3. N.J. ASK – 2013

ROLL CALL VOTE: Yes No Abstain Absent

E. POLICIES/PUBLIC RELATIONS (*white*)

Motion by _____ Seconded by _____

Approve the following on the recommendation of the Superintendent:

1. WaWa Hoagie Fundraiser from 10/15/13 - 10/30/13 and 3/10/2014 - 3/25/2014 to help families by cutting down the costs of yearbooks to students and families.
2. Philly Diner Family Night sponsored by the Student Council to help raise money towards student activities. Event will be held on Tuesday, November 5th.
3. Turkey Trot sponsored by Student Council will be held on November 27th.
4. Candy Cane Sale sponsored by Student Council from 12/9/13 through 12/17/13
5. 2nd Reading - #2425.04 Title I – Parental Involvement

ROLL CALL VOTE: Yes No Abstain Absent

XV. Recognition of Citizens and Staff – non-agenda items

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff has had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited in length to 3 minutes.

The public is reminded that all public complaints against a district employee must be made through a specific grievance process.

A description of this process may be found in BOE policy (File Code 0167). This policy is available upon request in the office of the Board Secretary.

Any individual naming an employee in a complaint before the Board of Education, without the employee’s permission, could be cited for violating that employee’s civil and contractual rights.

XVI. Executive Session - student, personnel, legal, or contractual matters (when needed)

Motion by _____ Seconded by _____

RESOLUTION

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-12 et seq.) requires all meetings of the Runnemede School District, Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine types of matters that may lawfully be discussed in Executive Session,” i.e. without the public being permitted to attend; and

WHEREAS, the Runnemede Public School District, 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 nine exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written.

NOW, THEREFORE, BE IT RESOLVED that the Runnemede Public School District, Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

- _____ 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 such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual’s personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publically;
- 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 body
- _____ 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

