

**BOARD OF EDUCATION
RUNNEMEDE PUBLIC SCHOOL DISTRICT**

Mary Volz School Library
August 17, 2016

1:00 p.m. Board Retreat / Regular Meeting

MINUTES

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** – The meeting was called to order by President Spaulding at 1:09 pm. *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** - All members present stood and recited the pledge of allegiance.

III. **Roll Call:**

PRESENT		ABSENT
Arlene Anderson	Joseph Impagliazzo (1:12pm)	Patricia Adair
Angel Beebe	Maria Panzarella	Naomi Davidson
Charles Buchheim	Samantha Spaulding	Amy Farry

Also Present: Mark Iannucci, Superintendent
Sean McCarron, Business Administrator / Supervisor of Curriculum & Instruction
Jade Yezzi, Principal – Bingham/Downing Schools
Steve Pili, Principal – Mary Volz
Phil Silva, Vice Principal
Gladys Hubbard, Child Study Team Supervisor (2:30 pm)

IV. **Approval of Minutes** - A motion was made by Maria Panzarella and seconded by Charles Buchheim to RECOMMEND that the Board of Education approve the minutes of the following meetings:

1. Regular Meeting – June 22, 2016
2. Executive Session – June 22, 2016

ROLL CALL VOTE: 3 Yes 0 No 3 Abstain 3 Absent
(Abstain: Anderson, Impagliazzo, Spaulding)

3. Regular Meeting – April 27, 2016
4. Executive Session – April 27, 2016

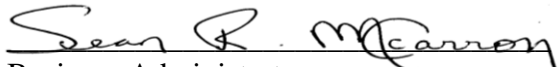
ROLL CALL VOTE: 3 Yes 0 No 3 Abstain 3 Absent
(Abstain: Anderson, Beebe, Spaulding)

This was not voted on until 3:25 pm in the meeting when Mr. Impagliazzo returned, as his vote was necessary for approval of the April Minutes.

- V. **Financial Report – Period Ending** – A motion was made by Maria Panzarella and seconded by Charles Buchheim to 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 months of *June & July*. The Board Secretary certifies that no line item account has been 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 months of *June & July*. The Treasurer’s and Secretary’s report are in agreement for the months of *June & July* 2016.
- 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.


Business Administrator

August 17, 2016
Date

ROLL CALL VOTE: 5 Yes 0 No 1 Abstain 3 Absent
(Abstain: Impagliazzo – Stepped out of Mtg.)

- VI. **Presentations** – *Terri Lewis from NJSBA Ethics Training*

*After the presentation at 2:15, a motion was made by Maria Panzarella and seconded by Charles Buchheim to take break / recess before returning to the meeting. All were in favor.

* At 2:25 a motion was made by Charles Buchheim and seconded by Maria Panzarella to return to the meeting. All were in favor.

*2016-2017 Presentation – School Administration
- School and District Goals*

- VII. **Correspondence - None**

- VIII. **Recognition of Citizens - Public Comments on Agenda Items Only – NO COMMENT**

- IX. **Secretary / Curriculum Report** – Dr. McCarron spoke during the Goal Presentation.

- X. **Superintendent’s Report** – Mr. Iannucci spoke during the Goal Presentation.

- XI. **Principals’ Reports** – Mrs. Yezzi, Mr. Pili, Mr. Silva, and Ms. Hubbard spoke during the Goal Presentation.

A. Fire and Security Drills to date were conducted as follows:

B. Nurse’s Report

C. Buildings and Grounds Report

D. Special Education Report

XII. Other Reports**A. PTA Report****B. Committee Reports**

- Camden County Educational Services Commission
- NJSBA Report
- Black Horse Pike Regional School District
- Negotiations

XIII. Unfinished Business - None

XIV. Executive Session – A motion was made by Angel Beebe and seconded by Charles Buchheim to enter executive session at 3:50 pm.

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):

 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 at a public meeting; **(Superintendent Evaluation)**

WHEREAS, the length of the Executive Session is undetermined; however, the Runnemede Public School District, Board of Education will make every attempt to estimate the time of the session prior to convening the session after which the public meeting shall reconvene in 30 minutes and the Runnemede Public School District, Board of Education will proceed with business.

NOW, THEREFORE, BE IT RESOLVED, that the Runnemede Public School District, Board of Education will go into Executive Session for only the above stated reasons;

BE IT FURTHER RESOLVED that the Runnemede Public School District, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Runnemede Public School District, Board of Education attorney advises that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Runnemede Public School District, Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the board secretary to take the appropriate action to effectuate the terms of this resolution.

BE IT FURTHER RESOLVED that the Board Secretary on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq. Action on any item may or may not be taken in Open Session at the conclusion of the Executive Session.

ROLL CALL VOTE: 6 Yes 0 No Abstain 3 Absent

Return to Public Session – A motion was made by Charles Buchheim and seconded by Angel Beebe to return to open session at 4:03 pm. All members present were in favor.

XV. New Business

A. PROPERTY & TRANSPORTATION – A motion was made by Charles Buchheim and seconded by Angel Beebe to approve the following on the recommendation of the Superintendent:

1. Facility Use

FACILITY	USER	PURPOSE	DATE	TIME
Mary Volz Library	Runnemede PTA	Monthly Executive Board Meetings	Sept. 8, Oct. 6, Nov. 3, Dec. 1, Jan. 5, Feb. 2, March 2, April 6, May 4, and June 1	7:30 PM – 9:30 PM

2. Field Trips

Location	Purpose	Date	Students	Advisor	Transportation
Johnson's Corner Farm Medford, NJ	Pumpkin Picking	10/17/16	Preschoolers	C. Summerfield Samantha Eib	McGough Bus Company 3 busses @ \$375 = \$1,125
Broadway Theater of Pitman Pitman, NJ	Theater Play	12/12/16	Preschoolers	C. Summerfield Samantha Eib	McGough Bus Company 3 busses @ \$325 = \$975

- McGough Bus Company to transport Field Hockey and Soccer Teams to their away games for the 2016-2017 school year. Eleven games @ \$350.00 per game = \$3,850.00 total.
- Approve to dispose and discard all broken and unusable technology equipment that is outdated, no longer in use or irreparable as listed on the attached inventory. All items will be reviewed by administration, logged, and kept on file.

ROLL CALL VOTE: 5 Yes 0 No 1 Abstain 3 Absent

(Abstain: Impagliazzo stepped out of mtg.)

B. PERSONNEL - A motion was made by Charles Buchheim and seconded by Maria Panzarella to approve the following on the recommendation of the Superintendent:

- Debra Dockery, Rhonda Pucciarelli, and Dana D'Ilario as Before and After Care workers for the 2016-2017 school year.
- Loretta Nolan, Bailey Thomas, and Lisa Pagan as Substitutes for the Before and After Care program during the 2016-2017 school year.
- Richard Lengetti as Bus Driver at \$18.00 per hour, not to exceed 29 hours a week (Pending Paperwork)
- Resignation of Theresa Fortuna as Playground Aide at Bingham School
- Resignation of Dana D'Ilario as Cafeteria Aide

6. Resignation of Melissa Dragani as Instructional Aide
7. Tina Bestenic, Debbie Hammen and Sue Massaro as Playground Aides
8. Debra Dockery as part of summer paint crew
9. Accept with regrets the retirement of Kathy Malatesta as of September 9, 2016
10. Stephen Bonora to move from Step 10 Masters to Step 10 Masters +15
11. Harry Lobby as Technology Teacher Volz School Step 1 BA \$50,000 (Pending Paperwork)
12. Amy Link, Jeanette Duffy, Nicole Putnick and Tracy Wells as Instructional Aides Step 1 \$16,400 (Pending Paperwork)
13. Substitute rates for 2016 – 2017 School Year

Substitute Nurse	\$115.00 Day
Substitute Custodian	\$12.00 Hour
Substitute for Lunch Program	\$10.00 Hour
Substitute for Before/After Care Program	\$15.00 Hour
14. Approve the following Job Descriptions: Technology Integration Specialist, Copy Clerk, Curriculum Supervisor, Administrative Assistant to the Business Administrator/Curriculum Supervisor, Supervisor of Before/After School Care Supervisor, Before/After School Care Support Staff and Assistant Technology Coordinator
15. The following Substitutes for Playground/Cafeteria: Kathy Kelly, Jean Abendschein, Romona Sparano, Judith Holden, Linda Ruggiero, Gerry Laganella, Bailey Thomas, and Lisa Pagan
16. Robert Clark as Substitute Custodian
17. Kelly Verbitski as Administrative Assistant to Business Administrator / Supervisor of Curriculum, starting August 18, 2016 at step 1 - \$33,222.
18. Christine Zanghi as a PT Office Secretary from 08/18/16 – 08/31/16 at \$12/hour, as needed.
19. Mary Siravo revised from Instructional Aide Step 2 to, 0.5 Instructional Aide Step 2 and 0.5 Teacher BA Step 1
Angel Beebe asked for more information about this new position. Mr. Iannucci explained it was to address increased Sp. Ed. Needs within the school.
20. All Certificated Staff for Homebound Instruction
21. Approve Giavonna Cerminaro as the Copy Clerk for the 2016-2017 school year at a rate of \$10 / hour, and up to 25 hours per week.

22. Lisa Pagan and Judith Holden for Before/After Care Program @ Downing – AM
23. Sandra Haban as a substitute for the Before / After Care Program and substitute Cafeteria / Playground Aide
24. Brittany Lazar and Marissa DelBono as Instructional Aides Step 1\$16,400
25. Resignation of Jennifer Newhart Teacher Volz School
26. Gina DiDomenic as Teacher Step1 \$50,000
27. Employee #20 for FMLA beginning September1, 2016 through December 30, 2016 using sick time.
28. Evaluation of Superintendent, Mark Iannucci, for 2015 – 2016 School Year.
29. Stipends for Bingham & Downing Clubs (\$800 per club / stipend will be split for shared positions)

	Club	School	Facilitator(s)	Grade(s)
1	Safety Patrol	Bingham	Torriero & Carroll	3 rd
2	Safety Patrol	Downing	K. Michell & Taraschi	3 rd
3	Yearbook	Bingham	Majewski	All
4	Yearbook	Downing	K. Michell	All
5	Science Club	Bingham	Majewski & Dutkin	2 nd & 3 rd
6	Science Club	Downing	L. Michell	2 nd & 3 rd
7	Fitness Club	Bingham	Ordile & O'Brien	1 st -3 rd
8	Fitness Club	Downing	Zimmerman & Tait	1 st -3 rd
9	Coding Club	Bingham	Greenwood	2 nd - 3 rd
10	Coding Club	Downing	Greenwood	2 nd -3 rd
11	Journalism Club	Bingham	Auletto	3 rd
12	Journalism Club	Downing	K. Michell	3 rd

ROLL CALL VOTE: 6 Yes 0 No 0 Abstain 3 Absent

C. FINANCE – A motion was made by Maria Panzarella and seconded by Angel Beebe to 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 – *June & July*
 Cash Report – *June & July*
 Receipt Report – *June & July*
 Treasurer's Report – *June & July*
 Board Secretary's Report -- *June & July*

2. Professional Development Workshops

NAME	WORKSHOP/CONFERENCE	DATE(S)/TIME	COST
Patricia Wilson	Regional Training Session for Certification & Professional Development	7/27/16 9:00am - 1:00pm	0 Mileage

NAME	WORKSHOP/CONFERENCE	DATE(S)/TIME	COST
	Sponsor: State of NJ, Dept. of Education Location: Rowan University, Sewell, NJ		
Charles Buchheim Angel Beebe (added)	The Boards Role with Merit Goals Sponsor: NJ School Boards Association Location: Camden County College, Blackwood, NJ	8-24-16 6:00pm - 9:00pm	0 Mileage
Patricia Wilson	New Jersey School Boards Association 2016 Conference Sponsor: NJSBA Location: Atlantic City Convention Center Atlantic City, NJ	10/25/2016 10/26/2016	No Cost to District
Charles Buchheim	NJ School Boards Online Governance IV Legal Update		No Cost to District
Patricia Adair	NJ School Boards Online Governance IV Legal Update		No Cost to District
Samantha Spaulding	NJ School Boards Online Governance IV Legal Update		No Cost to District
Arlene Anderson	NJ School Boards Online Governance IV Legal Update		No Cost to District
Joseph Impagliazzo	NJ School Boards Online Governance IV Legal Update		No Cost to District
Amy Farry	NJ School Boards Online Governance III Student Achievement		No Cost to District

3. Payment of Bills (Bills Lists attached)

ACCOUNT PERIOD/BATCH #	TOTAL AMOUNT
Bills List #1 – Payroll 06/15/2016	\$ 424,103.37
Bills List #2 – Payroll 06/30/2016	\$ 363,514.76
Bills List #1 – Payroll 07/15/2016	\$ 87,808.53
Bills List #2 – Payroll 07/30/2016	\$ 93,783.83
Bills List #3 – A/P 06/30/16 - Batch #64	\$125,614.40
Bills List #4 – A/P 07/15/16 - Batch #65	\$191,246.78
Bills List #4 – A/P 07/30/16 - Batch #66	\$667,430.52
Bills List #5 – A/P 08/17/16 - Batch #67	\$123,778.77
Bills List #6 – June payments Batch #79,80	\$23,873.41
Bills List # 7 – July payments Batch #79,80	\$1,948.40
Cafeteria – 6/30/16 - Batch #61	\$3,836.11
Cafeteria – 7/15/16 - Batch #60	\$1,900.00
Cafeteria – 7/30/16 - Batch #61	\$35.00
TOTAL	\$2,108,873.88

4. Approve the following Federally Funded Salaries for the 2016-2017 school year: NCLB Title IA – Acct. #20-231-100-101-AD

Barbara Fanz	50% of 16-17 salary	\$43,841.50
Mary Moore	50% of 16-17 salary	\$32,316.50
		\$76,158.00

5. Contract with Durand, Inc. to provide educational services to SID#5910141622 for the 2016-2017 school year.
6. Contract with Kingsway Learning Center to provide educational services (ESY, 16-17 Tuition and 1:1 aides) to SID#6635935007 and SID# 8603896991 for the 2016-2017 school year.
7. Bridgeton Board of Education to provide home instruction for SID# 1682235608, 16 hours @ \$30.00 per hour = \$480.00 total.
8. Letter of Agreement with SRI & ETTC at Stockton University to provide Runnemede Public Schools with AVA Media Services for the 2016-2017 school year.
9. Approve the transfer of \$2,570.03 from 11-000-261-420-VZ into Fund 12 Fixed asset account 12-000-261-730-AD for the purchase of an additional heat pump system on Purchase order 16-1053 in the 15-16 budget year and \$5,146 from 11-000-261-420-VZ into Fund 12 12-000-761-730-AD in the 16-17 budget year to be installed in A wing classrooms.
10. Pest Elimination Agreement with Western Pest Services for the 2016/2017 school year.
11. Proposal for Employee Portal, add-on application to Systems 3000 Visual Payroll check stub upload and storage, effective January 1, 2017.
12. Service contract with Med-Flex to dispose of medical/infectious waste for the 2016/2017 school year.
13. Special Education Tuition Contracts – *Extended School Year & (1:1 aides)* with Gloucester County Special Services Commission to provide educational services to SID# 7338058655, SID# 6847236573(1:1 aide), SID# 5980998953, SID# 7813462374(1:1 aide), SID# 5003468661 from June 27, 2016 through July 28, 2016.
14. Acknowledge Memorandum of Understanding for SEMI (Special Education Medicaid Initiative), originally BOE approved March 2013, allowing us to continue participation in this state-wide program initiative.
15. Approve contract with Peak Center for Autism to provide consulting services in the area of Applied Behavior Analysis. Consultant assigned to the district will be a certified BCBA Specialist.

ROLL CALL VOTE: 6 Yes 0 No 0 Abstain 3 Absent

D. CURRICULUM – A motion was made by Charles Buchheim and seconded by Maria Panzarella to approve the following on the recommendation of the Superintendent:

1. Course Approval SPED509 “*Curriculum and Instruction for Gifted and Talented Learners*”, ADMIN524 “*Leadership and Collaborative Processes*” for Stephen Bonora
2. Approve the 2016-2017 Curriculum Guides:
 - English / Language Arts
 - Science
 - Art
 - Physical Education / Health
 - World Language
 - Mathematics
 - Social Studies
 - Music
 - Technology

ROLL CALL VOTE: 5 Yes 0 No 1 Abstain 3 Absent

(Abstain: Arlene Anderson stepped out of mtg.)

E. POLICIES/PUBLIC RELATIONS – A motion was made by Maria Panzarella and seconded by Angel Beebe to approve the following on the recommendation of the Superintendent:

1. The submission of the “*Memorandum of Agreement*” with Law Enforcement and the Runnemedede School District.
2. Policies/Regulations for First Reading:

P1220	Employment of Chief School Administrator (M) (Revised)
P1310	Employment of School Business Administrator/Board Secretary(Revised)
R2414	Programs and Services for Students in High Poverty and in High Need School District (M) (Revised)
P3111	Creating Positions (Revised)
P3124	Employment Contract (Revised)
P3125	Employment of Teaching Staff Member (M) (Revised)
P3125.2	Employment of Substitute Teachers (Revised)
P3141	Resignation (Revised)
P & R 3126	District Mentoring Program (Revised)
P & R 3144	Certification of Tenure Charges (Revised)
P3159	Teaching Staff Member/School District Reporting Responsibilities (Revised)
P3231	Outside Employment as Athletic Coach (Revised)
P3240	Professional Development for Teachers and School Leaders (M) (Revised)
R3240	Professional Development for Teachers and School Leaders (Revised)
P & R 3244	In-Service Training (M) Abolished
P4159	Support Staff Member/School District Reporting Responsibilities (Revised)
P5305	Health Services Personnel (Revised)
R5330	Administration of Medication (M) (Revised)
P5350	Student Suicide Prevention (Revised)
R5350	Student Suicide (Revised)

P9541 Student Teacher/Interns (Revised)

3. Approve the 16-17 School, District, and Board Goals

ROLL CALL VOTE: 5 Yes 0 No 1 Abstain 3 Absent
(Abstain: Arlene Anderson stepped out of mtg.)

F. Other Item: President Spaulding discussed issues with meetings being held on Wednesdays and asked the board's opinion of moving them to Tuesdays. Everyone present was in agreement.

A motion was made by Maria Panzarella and seconded by Arlene Anderson to approve:

1. Move meeting dates for the rest of the year to Tuesday and the reorganization meeting will be held on Thursday, January 5, 2016

ROLL CALL VOTE: 6 Yes 0 No 0 Abstain 3 Absent

XVI. 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.

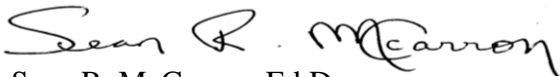
XVII. Board/Committee Meetings

Reminder:

Next regular BOE meeting date: Tuesday, September 20, 2016

XVIII. Adjournment – A motion was made by Maria Panzarella and seconded by Arlene Anderson to adjourn the meeting at 4:28 pm. All members were in favor.

Respectfully Submitted,



Sean R. McCarron, Ed.D.