

**BOARD OF EDUCATION
RUNNEMEDE PUBLIC SCHOOL DISTRICT**

Mary Volz School Library
September 20, 2016

7:00 p.m. 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 7:00 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
	Patricia Adair	Amy Farry	Angel Beebe
	Arlene Anderson	Maria Panzarella	Joseph Impagliazzo
	Charles Buchheim	Samantha Spaulding	
	Naomi Davidson		

Also Present: Mark Iannucci, Superintendent
Sean McCarron, Business Administrator / Supervisor of Curriculum & Instruction
Jade Yezzi, Principal – Bingham/Downing Schools
Gladys Hubbard, Child Study Team Supervisor
Frank Hines, Supervisor of Buildings & Grounds

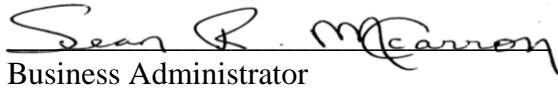
IV. Approval of Minutes – A motion was made by Charles Buchheim and seconded by Maria Panzarella to RECOMMEND that the Board of Education approve the minutes of the following meetings:

1. Regular Meeting – August 17, 2016				
2. Executive Session – August 17, 2016				
ROLL CALL VOTE:	4 Yes	0 No	3 Abstain	2 Absent
3. Special Meeting – August 30, 2016				
ROLL CALL VOTE:	5 Yes	0 No	2 Abstain	2 Absent

- V. Financial Report – Period Ending August 2016** – A motion was made by Maria Panzarella and seconded by Naomi Davidson 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 month of *August*. 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 month of *August*. The Treasurer’s and Secretary’s report are in agreement for the month of *August* 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

September 20, 2016
Date

ROLL CALL VOTE: 7 Yes 0 No 0 Abstain 2 Absent

- VI. Presentations** – *Elementary Art Students will present with Mrs. Monico*
Ms. Monico introduced her art students and provided an overview of the art program that run at Bingham and Downing.
- VII. Correspondence - None**
- VIII. Recognition of Citizens - Public Comments on Agenda Items Only**
- IX. Secretary / Curriculum Report** – Dr. McCarron reviewed Before and After Care, Food Service and ROD Grants. He thanked Ruby Jewell, Scott Marakovits and Office Staff for all their hard work. Samantha Spaulding asked about summer programming.
- X. Superintendent’s Report** – Mr. Iannucci spoke about enrollment. He thanked all for a great opening. He discussed the back to school night new format at Volz. He attended MOA meeting on Thursday. Back to School BBQ was a huge success.

XI. Principals' Reports

- A. Fire and Security Drills - None
- B. Nurse's Report
- C. Buildings and Grounds Report
- D. Special Education Report

XII. Other Reports

- A. PTA Report – No report/ New events on agenda for this year
- B. Committee Reports
 - Camden County Educational Services Commission
 - NJSBA Report – Charles Buchheim will attend meeting in November. Naomi Davidson may need someone to attend meeting on September 30, 2016.
 - Black Horse Pike Regional School District - None
 - Negotiations – None
 - Other - Planning and Zoning – Charles Buchheim spoke about houses possibly being built in Runnemede area.

XIII. Unfinished Business - None**XIV. New Business**

- A. **PROPERTY & TRANSPORTATION** – A motion was made by Maria Panzarella and seconded by Patricia Adair to approve the following on the recommendation of the Superintendent:

1. Facility Use

FACILITY	USER	PURPOSE	DATE	TIME
Triton Parking Lot	Runnemede PTA	Trunk or Treat	10/22/16	6:00 pm – 10:00 pm
Mary Volz All Purpose Room	Student Council	Halloween Dance	10/28/16	6:00 pm – 9:00 pm
Mary Volz Gymnasium	Runnemede PTA	Designer Bag Bingo	11/18/16	5:00 pm set up 6:00 pm - 10:00 pm
Mary Volz APR and Library	Runnemede PTA	Holiday Night	12/9/16	5:30 pm set up 7:00 pm – 8:30 pm
Mary Volz All Purpose Room	Runnemede PTA	Candy Bar Bingo	1/27/16	6:00 pm set up 7:00 pm – 8:30 pm
Mary Volz All Purpose Room	Student Council	Winter Snow Ball Dance	2/10/17	6:00 pm – 9:00 pm
Mary Volz All Purpose Room	Runnemede PTA	Kids Bingo	2/24/17	6:00 pm set up 7:00 pm – 8:30 pm
Mary Volz All Purpose Room	Runnemede Girl Scouts	Annual Dinner/Show	3/8/17	4:00 pm set up 6:00 pm - 9:00 pm
Mary Volz All Purpose Room	Runnemede PTA	Girls Night Dance	3/10/17	5:00 pm set up 7:00 pm – 8:30 pm
Mary Volz All Purpose Room	Student Council	End of the Year Dance	5/5/17	6:00 pm – 9:00 pm
Mary Volz Gymnasium	Runnemede PTA	Annual Basket Auction	4/28/17	4:00 pm set up 6:00 pm – 11:00 pm
Mary Volz All Purpose Room	Runnemede PTA	Boys Night	5/19/17	5:00 pm set up 7:00 - 8:30 pm

ROLL CALL VOTE: 7 Yes 0 No 0 Abstain 2 Absent

B. PERSONNEL – A motion was made by Charles Buchheim and seconded by Naomi Davidson to approve the following on the recommendation of the Superintendent:

1. All current school employees as substitute Before and After Care employees for the 16–17 school year on an as needed basis as determined by Administration.
2. Jamie Dutkin as Safety Patrol Facilitator at Bingham School
3. The following staff as Mentors:
 - a. Barbara Fanz with Lindsey Folsom
 - b. Mimi Torriero with Ashley Ordile
 - c. Stephen Bonora with Michael Kratchwell

ROLL CALL VOTE: 7 Yes 0 No 0 Abstain 2 Absent

C. FINANCE – A motion was made by Charles Buchheim and seconded by Maria Panzarella 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 – *August*
 Cash Report – *August*
 Receipt Report – *August*
 Treasurer’s Report – *August*
 Board Secretary’s Report – *August*

2. Professional Development Workshops

NAME	WORKSHOP/CONFERENCE	DATE(S)/TIME	COST
Mark Iannucci, Sean McCarron, Rebecca Giordano	Changes to Funding and Requirements: From NCLB to ESSA	Nov. 17 9:00 am – 3:30 pm	0 Mileage
Jennifer Karaska	Wilson Reading Introductory	Dec. 13, 14, 15	\$599.00 Mileage
Mark Iannucci	Cultivating a Safe and Healthy School Climate	Sept. 23 8:30 AM – 2:00 PM	\$149.00 Mileage
Sean McCarron, Becky Giordano, Kelly Verbitski	EPPIC Before/Afterschool Program	Aug. 24 10:00 AM	0 Mileage
Alex Rost	Information Systems	Oct. 13, 18, 25, 27, Nov. 1, 3	\$568.00 Mileage
Alex Rost	Structural & Mechanical Systems	Oct. 29, Nov. 5, 12, 19	\$480.00 Mileage
Alex Rost	Energy Management	Dec. 3	\$244.00 Mileage
Alex Rost	Preventive Maintenance	Oct. 12, 17, 19, 24, 26	\$615.00 Mileage
Gladys Hubbard	Special Education Law in New Jersey	Oct. 5	219.99 Mileage
Lauren Eaton	Harassment, Intimidation, Bullying	Nov. 1 9:00 – 1:00	\$125.00 Mileage
Lauren Eaton	CASCA Mini-Conference	Oct. 7 8:00 AM – 3:00 PM	\$20.00 Mileage
Naomi Davidson	CC School Boards County Meeting	Sept. 29 6:00 PM	0 Mileage

Naomi Davidson Charles Buchheim	NJSBA Directors Meeting	Sept. 30 6:00 PM	0 Mileage
Naomi Davidson Charles Buchheim	CC School Boards County Meeting	Dec. 5 6:00 PM	0 Mileage
Annette Marker, Pat Wilson, Michelle DiMatties	McKinney-Vento Homeless Education/Camden and Gloucester County	Sept. 20 9:00 AM – 12:30 PM	0 Mileage
Frank Hines and Alex Rost	Lead Sampling in School Facilities	Sept. 27 8:30 AM – 3:00 PM	0 Mileage
Gladys Hubbard, Angela Torres, Kayleigh Root and Elizabeth Kehler	Dyslexia, Dyscalculia & Dysgraphia (Samantha Spaulding asked if the cost is total or per person. Stated total)	Sept. 30 8:00 AM – 4:00 PM	\$799.96 Mileage

3. Payment of Bills (Bills Lists attached)

ACCOUNT PERIOD/BATCH #	TOTAL AMOUNT
Bills List #1 – Payroll 08/15/16	\$ 108,959.21
Bills List #2 – Payroll 08/30/16	\$ 75,804.00
Bills List #3 – A/P Batch #63, #64	\$411,735.41
Bills List #4 – N/A	\$
Bills List #5 – Batch # 80	\$19.15
Cafeteria – A/P Batch #60	\$ 8,022.49
TOTAL	\$604,540.26

4. Approve the transfer of \$2,069 from food service account 60-910-310-610-AD to fund 12 fixed asset account # 12-000-310-732-AD for the purchase of a Reach-In refrigerator for the cafeteria in the Mary Volz School.
5. Agreement with Delta-T Group to provide substitute school nursing services under Educational Services Commission of New Jersey, Cooperative Pricing System, Nursing Services bid #ESCNJ 16/17-26 for the 2016-2017 school year as needed.
6. Agreement with Gloucester County Special Services School District to provide professional services, Center for Regional Education Support Services-CRESS, for the 2016-2017 school year.
7. Gloucester County Special Services School District – CRESS 2016-2017 Services Proposal to provide 1 hour per/student each month of Educational Consultation- Teacher of the Deaf/Hard of Hearing for SID#4136071845 and SID#8299370130 from September 2016 to June 2016 for a total of 20 hours @ \$124.00 per hour not to exceed \$2,480.00.
8. Contract with Kennedy University Hospital to examine and treat our students who are suspected of substance abuse for the 2016-2017 school year.
9. Agreement with The Cooper Health System to provide services through the Employee Assistance Program for the 2016-2017 school year.

10. Approve the submission of FY16 IDEA and NCLB grant final expense reports to the NJ DOE for the 2015-2016 school year to include carry over amounts of:
 - Title I \$39,304
 - Title II \$4,716
 - IDEA Basic \$2,443
 - IDEA PK \$198
11. Approve the submission the FY17 IDEA and NCLB grant applications to the NJ DOE for the 2016-2017 school year.
12. **RESOLVED** to acknowledge 2016-2017 as the 2nd year of a 5 year cooperative pricing agreement as part of the Garden State Co-Op for the purchase of goods and services for food service for the 2015-2016 school year through the 2019-2020 school year and;
FURTHER RESOLVED that the Atlantic County Special Services School District (ACSSSD) be the lead agency and represent the Co-Op for bidding purposes during this 5 year agreement.

ROLL CALL VOTE: 7 Yes 0 No 0 Abstain 2 Absent

D. CURRICULUM – A motion was made by Maria Panzarella and seconded by Naomi Davidson to Approve the following on the recommendation of the Superintendent:

1. Bailey Thomas for 15 hours, field experience with Ms. Tait, First Grade Downing School
2. Homebound Instruction for student #2334662206, from 9/15/16 – 10/15/16
3. Course approval for following
 - a. Scott Marakovits “*LEAD 6133 Models of Leadership and Coaching*”, Fall 2016
 - b. Christine Cirillo #50:964:303 “*Contemporary Issues in Education*”, Fall 2016
 - c. Kristin Ambrose “*CURR 29590 Curriculum Evaluation, EDAM 27521 Intro to Principalship*”, Fall 2016. EDAM 27510 “*Change for School Improvement*”, Summer 2016
 - d. Brittany Lazar #107-65 “*Math for Liberal Arts*”, and #102-65 “*English Comp. II*” Fall 2016
 - e. Ann Paolini #50964201 “*Exceptional Learners*”, Fall 2016
4. Approve the following Student Teachers:
 - a. Jasmine Candelario – Melissa Ralston – Sept. 12 – Dec. 12
 - b. Jasmine Candelario – Kayleigh Root – Sept. 12 – Dec. 12
 - c. Anna Perry – Jamie Dutkin – Sept. 12– Dec. 12
 - d. Anna Perry – Diane Torriero – Sept. 12 – Dec. 12
5. Approve the following Field Placements:
 - a. Elizabeth Law – Cheryl Fisher, Sept. 15, 22, 29, Oct. 6, 13
 - b. Elizabeth Law – Robin Clark, Oct. 20, 27, Nov. 3, 10, 17

- c. Nicole Kilian – Karen Clements, Sept 15, 22, 29, Oct. 6, Oct. 13
- d. Nicole Kilian – Kristin Ambrose Oct. 20, 27, Nov. 3, 10, 17

- 6. Bookmates will support students at Downing and Bingham Schools throughout the 16-17 school year. All Bookmates will have a background check and specific names will be on file at each building.

ROLL CALL VOTE: 7 Yes 0 No 0 Abstain 2 Absent

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

- 1. The following Polices/Regulations for second reading:

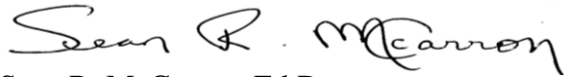
- P1220 Employment of Chief School Administrator (M) (Revised)
- P1310 Employment of School Business Administrator/Board Secretary(Revised)
- R2414 Programs and Services for Students in High Poverty and in High Need School District (M) (Revised)
- P3111 Creating Positions (Revised)
- P3124 Employment Contract (Revised)
- P3125 Employment of Teaching Staff Member (M) (Revised)
- P3125.2 Employment of Substitute Teachers (Revised)
- P3141 Resignation (Revised)
- P & R 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)

- 2. Approve the NJDOE School Self Assessment for submission under the Anti-Bullying Bill of Rights Act. This will be submitted for all 3 schools (Bingham, Downing, and Volz)
- 3. Approve the Mentoring Plan and Statement of Assurance for the 2016 – 2017 school year in accordance with NJAC 6A:9-8.4

ROLL CALL VOTE: 7 Yes 0 No 0 Abstain 2 Absent

- XV. Recognition of Citizens and Staff** - Maria Panzarella asked how drop off and pick up went. Mr. Iannucci explained that parent concerns are being directed to the superintendant or police chief. Samantha Spaulding announced dates and times for borough meetings. (Refer to roll call sheet)
- XVI. Executive Session - student, personnel, legal, or contractual matters** (when needed) - NONE
- XVII. Board Meetings** - Reminder: Next regular BOE meeting date: Tuesday, October 18, 2016 @ 7:00 pm
- XVIII. Adjournment** – A motion was made by Patricia Adair and seconded by Maria Panzarella to adjourn the meeting at 7:35 pm. All members were in favor.

Respectfully Submitted,



Sean R. McCarron, Ed.D.