

**BOARD OF EDUCATION
RUNNEMEDE PUBLIC SCHOOL DISTRICT**

Mary Volz School Library
December 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 7:02 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	Angel Beebe
	Arlene Anderson	Naomi Davidson
	Charles Buchheim	Amy Farry
	Maria Panzarella	Joseph Impagliazzo
	Samantha Spaulding	

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

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

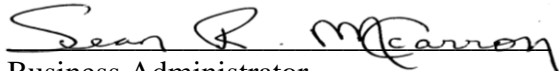
1. Regular Meeting – November 15, 2016

ROLL CALL VOTE: 5 Yes 0 No 0 Abstain 4 Absent

V. Financial Report – Period Ending November 30, 2016 - 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 month of *November*. 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 *November*. The Treasurer’s and Secretary’s report are in agreement for the month of *November* 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

December 20, 2016
Date

ROLL CALL VOTE: 5 Yes 0 No 0 Abstain 4 Absent

VI. Presentations – *2015-2016 Audit Presentation* – Dr. McCarron explained audit and Mr. Buchheim and Mrs. Spaulding commended entire Board Office.
Volz Students – Community Service Activity – Mr. Silva introduced Ms. Smith and 3 students to present.

VII. Correspondence - None

VIII. Recognition of Citizens - Public Comments on Agenda Items Only - None

IX. Secretary / Curriculum Report – Dr. McCarron discussed ROD Grants, Testing, E-Book and Social Studies for Middle School

X. Superintendent’s Report – Mr. Iannucci discussed enrollment @ 864, holiday concert, Triton game, 17-18 budget prep. He attended a professional development seminar with county discussing that in the 2019 school year there will be full year student teaching. Ed TPA -new test required, NJSBA Sustainability Workshop and Meeting application submitted in January.

XI. Principals’ Reports

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

SCHOOL	TYPE OF DRILL	DATES	DURATION
BINGHAM	Fire	November 28, 2016	2 minutes
	Lockdown	November 7, 2016	3 minutes 30 seconds
DOWNING	Fire	November 28, 2016	2 minutes

	Lockdown	November 29, 2016	2 minutes
VOLZ	Lockdown	November 8, 2016	3 minutes 52 seconds
	Fire Drill	November 17, 2016	2 minutes 58 seconds

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

XII. Other Reports

- A. PTA Report – No report
- B. Committee Reports
 - Camden County Educational Services Commission – Meeting in January 2017
 - NJSBA Report – Charles Buchheim attended meeting on 12/19/16 - only one resolution regarding special education issues
 - Black Horse Pike Regional School District - None
 - Negotiations - None
 - Planning & Zoning – Charles Buchheim discussed boxing facility and the Wawa shed

XIII. Unfinished Business - None

XIV. New Business

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

1. Facility Use

FACILITY	USER	PURPOSE	DATE	TIME
Mary Volz All Purpose Room and 6 classrooms	Boy Scouts of America	Boy Scout Leader Training	3-25-17	8:30 a.m. - 2:30 p.m.

2. Field Trips

Location	Purpose	Date	Students	Advisor	Transportation
Trinity Lutheran Church Runnemede, NJ	Canned Food Drive Delivery	12-16-16	Character Ed Community Service Committee	Phil Silva	Runnemede School Bus
Philadelphia Zoo	Observing Wildlife	4-11-17	Second Grade Bingham and Downing	Mary Moore Mary Zimmerman Diane Torriero	McGough Bus Company 3 buses @ \$375.00 ea. = \$1,125

ROLL CALL VOTE: 5 Yes 0 No 0 Abstain 4 Absent

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

- 1. Tina Bestanic (current employee, lunch program) as a Substitute Custodian

2. Salary Advancement for Scott Marakovits from “Step 5” MA + 15 (\$55,357.00) to MA +30 (\$56,157.00)
3. Salary Advancement for Kayleigh Root from “Step 3” MA+15 (\$53,720.00) to MA+30 (\$54,520.00)
4. Salary Advancement for Cathy Summerfield from “Step 7” MA (\$58,333.00) to MA+15 (\$58,933.00)
5. Accept resignation of Stephanie Pease Instructional Aide Bingham
6. Extension of FMLA to June 30, 2017 for Employee #20
7. Cheryl Ebling as a Substitute Custodian (pending paperwork)

ROLL CALL VOTE: 5 Yes 0 No 0 Abstain 4 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 – *November*
 Cash Report – *November*
 Receipt Report – *November*
 Treasurer’s Report – *November*
 Treasurer’s Report – *October (FSA revision)*
 Board Secretary’s Report – *November*
2. Professional Development Workshops

NAME	WORKSHOP/CONFERENCE	DATE(S)/TIME	COST
Christian Whipple	Strategies and Structure for Teaching Reading	February 16, 2017 9:00 AM – 2:00 PM	\$150.00 Mileage
Kristin Callahan	Using the Response to Intervention Model for Difficult Student Behavior (Grades K-12)	February 6, 2017 8:30 AM – 3:15 PM	\$245.00 Mileage
Karen Engelhart	55 th NAFME Eastern Division Conference	April 5 th – April 8 th	\$180.00 Mileage
Cathy Summerfield	Nonviolent Crisis Intervention Training Program	January 31 – February 3, 2017	\$2,850.00 Mileage
Alex Rost	Environmental Stewardship, Code Compliance and Sustainability	Feb. 14, 21, 23, 28; March 2, 7, 9, 16	\$778.00 Mileage
Alex Rost	Preventive Maintenance	March 21, 23, 28, 30; April 4	\$560.00 Mileage
Alex Rost	Financial Management & Purchasing	April 11, 13, 18, 25, 27	\$482.00 Mileage

3. Payment of Bills (Bills Lists attached)

ACCOUNT PERIOD/BATCH #	TOTAL AMOUNT
Bills List #1 – Payroll 11/15/16	\$ 375,354.04
Bills List #2 – Payroll 11/30/16	\$ 385,815.68
Bills List #3 – A/P Batch #63	\$408,058.78
Bills List #4 –	N/A
Bills List #5 –	\$15,479.18
Cafeteria – A/P Batch #60	\$25,950.39
TOTAL	\$1,210,658.07

4. Approve tuition agreement between the Runnemede Board of Education (receiving district) and the Gloucester Township Board of Education (sending district) for regular education for the 16-17 school year, beginning on 9/6/16 through 6/30/16 for SID # 5346057240 in grade 7 under the McKinney-Vento Act. The tuition of \$10,278 will be billed in 10 monthly invoices to Gloucester Township.
5. Approve joint transportation contract with the Brooklawn School District to transport one student, McKinney Vento status, beginning November 28 until further notice or the end of school in June. Brooklawn will pay the district \$125 per diem for transportation services.
6. Accept the approved final reports for NCLB Title I and Title IIA and IDEA Basic and Preschool including the Title I carryover waiver in the following amounts:
 - NCLB Title I Public \$36,398 NonPublic \$2,907 TOTAL \$39,304
 - NCLB Title IIA Public \$ 4,534 NonPublic \$ 182 TOTAL \$ 4,716
 - IDEA Basic Public \$0 NonPublic \$2,443 TOTAL \$ 2,443
 - IDEA PK Public \$0 NonPublic \$ 198 TOTAL \$ 198
7. Approve the NCLB Title I and Title II A and IDEA Basic and PK applications as submitted and approved by the NJDOE in the following amounts:
 - NCLB Title I Public \$166,913 NonPublic \$ 5,357 TOTAL \$172,270
 - NCLB Title IIA Public \$ 35,544 NonPublic \$ 6,871 TOTAL \$ 42,415
 - IDEA Basic Public \$221,510 NonPublic \$37,157 TOTAL \$258,667
 - IDEA PK Public \$ 12,102 NonPublic \$ 0 TOTAL \$ 12,102
8. Approve submission of amendments to include the NCLB and IDEA carry over amounts as follows:
 - NCLB Title I \$39,304
 - NCLB Title II \$ 4,716
 - IDEA Basic \$ 2,443
 - IDEA PK \$ 198
9. Approve the Business Administrator to manage the grant allocations throughout the 2016-2017 school year and to submit amendments as necessary.
10. Approve the 2016 Audit and Corrective Action Plan, as read and discussed.

Recommendation Number	Corrective Action	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
2016-1	<p>Net cash resources exceeded three months average expenditures.</p> <p>The board should implement a corrective action plan to effectively reduce the net cash resources on hand through capital expenditures or otherwise.</p>	The excess money in the food service account is budgeted for improvements in the cafeteria (i.e.: HVAC)	District Administration	Ongoing

11. Pursuant to the requirements of NJPL 2011 Chapter 78, the Runnemede School District hereby resolves to implement a Section 125 Flexible Spending Account (FSA) program and Voluntary Benefits effective 1-1-2017, as follows:
 - a. Pursuant to the meeting of the Runnemede School District and Lisa Perri of Colonial Life, the Board accepts the recommendation of Dr. Sean McCarron to designate Lisa Perri's Colonial Life's NJ Public Sector Office with their partnership with Flex Facts, Inc. as the Board's FSA administrator and voluntary benefit company.
 - b. All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement these changes.
12. Approve opening a new Flexible Spending Bank Account at PNC Bank requiring two signatures out of 3 designate signers: Board Secretary, Superintendent or Principal.
13. Approve transferring \$6,195.18 from the current Flexible Spending Bank Account to the new Flexible Spending Bank Account. Remaining funds are the employee's contributions for the 2016 year. This account will be closed out effective 12/31/16 with all remaining funds to be transferred to the new Flexible Spending Bank Account.
14. Approve 60 month contract with Xerox for 5 copiers and software.
15. Approve 36 month contract with Stewart Business Systems (A Xerox Company) for maintenance, parts, labor and supplies for 7 printers.
16. Approve cancellation of stale dated Bingham Student Activities account check #2809 in the amount of \$31.95.
17. Approve the acceptance of Non Public Security Aid Funding for the 2016-2017 school year provided by the NJDOE in the amount of \$7,800. As per the consultation between the principal of St. Teresa's and the business administrator held on 12/15/16, the funds will be used for indoor entrance and outdoor lighting improvements as well as security camera upgrades. All funds will be expended by June 30, 2017.

ROLL CALL VOTE: 5 Yes

0 No

0 Abstain

4 Absent

D. CURRICULUM - A motion was made by Patricia Adair and seconded by Maria Panzarella to approve the following on the recommendation of the Superintendent:

1. Course approval for the following staff :

Name	Course	Date
Jennifer Majewski	Communication Skills for Students with Disabilities	February 28 th – April 24 th
Christine Cirillo	#50:964:344 Special Education Materials & Methods	January – May
Christine Cirillo	#50:964:342 Special Education Assessment & Measurement	January - May
Christine Cirillo	#50:964:441 Elementary Methods Practicum	January - May
Ann Paolini	Special Education Materials & Methods	January – May
Brittany Lazar	US History I	January 18 th – May 9 th
Brittany Lazar	Algebraic Concepts	January 18 th – May 9 th
Kayleigh Root	#EDAM 27535 School Finance and Records	February 28 th – April 24 th
ROLL CALL VOTE: 5 Yes 0 No 0 Abstain 4 Absent		

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

1. Policy for Second Reading

Policy #6421.01 Environmentally Preferable Purchasing – Green Purchasing Policy

FYI: Policy - “Conservation Sustainability & Green Initiatives” NJSBA Policy File CODE: 3501 will be completed by Strauss Esmay, February 2017. Included in Alert 210.

2. HIB report as reported by the HIB Coordinator

ROLL CALL VOTE: 5 Yes 0 No 0 Abstain 4 Absent

- XV. Recognition of Citizens and Staff** – Nick Kappatos, 296 Sunnybrook Road had a question about debt, discussed excess surplus. Charles Buchheim asked about sustainability, looking for upgrades. Samantha Spaulding thanked Gladys Hubbard for Anxiety workshop.
- XVI. Executive Session - student, personnel, legal, or contractual matters** (when needed) - None
- XVII. Board/Committee Meetings -**
Reminder: Next regular BOE meeting date: Reorganization on Thursday, January 5, 2017
- XVIII. Adjournment** – A motion was made by Maria Panzarella and seconded by Patricia Adair to adjourn the meeting at 7:41 pm. All members were in favor.