

**BOARD OF EDUCATION
RUNNEMEDE PUBLIC SCHOOL DISTRICT**

Mary Volz School Library

February 27, 2013

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

M I N U T E S

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

Call Meeting to Order President Spaulding called the meeting to order at 7:01pm

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.

Pledge of Allegiance The flag salute was said by all present.

Roll Call	MEMBERS PRESENT	MEMBERS ABSENT	ALSO PRESENT
	Patricia Adair	Charles Buchheim	Dr. Ward, Superintendent
	Angel Beebe		Ms. Augustine, SBA/BS
	Naomi Davidson		Ms. Gallagher, Principal
	Maria Panzarella – left 8:12pm		Mr. Iannucci, Volz Principal
	Patricia Smith		Mrs. Fiola, CST Coordinator
	Samantha Spaulding		Mr. Stern, Solicitor – arrive 7:08pm
	Lynn Torrillo		
	John Wark		

Approval of Minutes

Motion by Ms. Panzarella Seconded by Mrs. Smith

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

1. January 23, 2013 Regular Meeting
2. January 23, 2013 Executive Session
3. January 28, 2013 Special Meeting
4. January 28, 2013 Executive Session
5. February 5, 2013 Special Meeting

ROLL CALL VOTE: 8 Aye 0 Nay 0 Abstain 1 Absent (Mr. Buchheim)

MOTION CARRIED

Financial Report –
Period Ending
December 2012

Motion by Mrs. Beebe Seconded by Ms. Panzarella

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 December 2012. 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 December. The Treasurer's and Secretary's report are in agreement for the month of December 2012.
- 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

February 27, 2013
Date

ROLL CALL VOTE: 8 Aye 0 Nay 0 Abstain 1 Absent (Mr. Buchheim)

MOTION CARRIED

Presentations

- A. Recognition to the VFW Patriot's Pen Award Winners:
 - 1. Gianna Sparacino - absent
 - 2. John Hallahan – Read essay to Board and audience
 - 3. Xavier Wilson - absent
- B. Literacy Intervention and RTI Programs- Marie Gallagher, JennaPulcinella, Lori Hynes and Barbara Epstein

Correspondence

None

**Recognition of Citizens
for 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.

No public comment

Secretary's Report Ms. Augustine reported on the following activities in addition to routine business:

- A. 2013-14 Budget
- B. Reimbursement Request IDEA FY13
- C. NCLB Amendment FY13
- D. IDEA Amendment FY13
- E. Medicaid Cost Report for Quarter 2 of FY13
- F. National Provider Identifier (NPI) application
- G. SAM registration (System for Award Management)
- H. PA/Bell System for Volz School
- I. QSAC review February 11, 2013

Superintendent's Report Dr. Ward reported on the following items of interest:

- A. Attendance/Enrollment Reports ATTACHMENT X.1
- B. Approve HIB Report from January ATTACHMENT X.2
Motion by Ms. Panzarella Seconded by Mrs. Smith

Recommend that the BOE, on the recommendation of the Superintendent, approve to affirm the Superintendent's decisions associated with the harassment, intimidation, and bully (HIB) incident reported for January, 2013.

ROLL CALL VOTE: 8 Aye 0 Nay 1 Absent (Mr. Buchheim)

MOTION CARRIED

- C. Table adoption of the 2013-14 calendar ATTACHMENT X.3
Motion by Mr. Wark Seconded by Ms. Panzarella

Recommend that the BOE, table the adoption of the 2013-14 calendar as presented.

ROLL CALL VOTE: 8 Aye 0 Nay 1 Absent (Mr. Buchheim)

MOTION TO TABLE ITEM C CARRIED

- D. Adoption of the 2012-13 Goals with Action Plan ATTACHMENT X.4
Motion by Mrs. Smith Seconded by Mrs. Torrillo

Recommend that the BOE, on the recommendation of the Superintendent, approve the adoption of the 2012-13 Goals with Action Plan.

ROLL CALL VOTE: 8 Aye 0 Nay 1 Absent (Mr. Buchheim)

MOTION CARRIED

Principals' Reports Principals reported on the following items of interest:

- A. Fire and Security Drills
Motion by _____ Seconded by _____

Recommend that the BOE, on the recommendation of the Superintendent, affirm the Fire and Security Drills conducted September 2011 through February 2013.

Fire and Security Drills to date were conducted as follows:

SCHOOL	TYPE OF DRILL	DATES
BINGHAM	FIRE	9/19, 10/19, 11/21, 12/3, 1/9, 2/22
	EVACUATION	9/26, 11/12
	LOCKDOWN	12/10, 1/25
	BOMB THREAT	10/22
DOWNING	FIRE	9/20, 10/10, 11/21, 12/3, 1/10, 1/21
	EVACUATION	9/25, 11/12
	LOCKDOWN	12/10, 1/29
	BOMB THREAT	10/22
VOLZ	FIRE	9/14, 10/15, 11/12, 12/12, 1/30, 2/ 22
	EVACUATION	9/17, 11/16
	LOCKDOWN	12/17, 1/28
	BOMB THREAT	10/11

ROLL CALL VOTE: 8 Aye 0 Nay 1 Absent (Mr. Buchheim)

MOTION CARRIED

- B. Nurse's Report (on file)
- C. Buildings and Grounds Report (on file)
- D. Special Education Report (on file)

Other Reports

A. PTA Report

Mrs. Wilson reported on the following items of interest:

- 214 attended the Mother/Daughter Dinner
- Father/Son Night is planned for 3/15/13. Home Depot donated Saturday kits.
- Basket auction will be 4/26/13. Big prize is \$1500 VISA gift card.

B. Committee Reports

- Camden County Education Services Commission - none
- NJSBA Report – Mrs. Adair reported on the following items of interest: School Report Card makeover; Upcoming Events – 1. 3/2/13 Board and student achievement, 2. 3/4/13 Camden County 8th Grade Dialogue
- Black Horse Pike – Mrs. Spaulding reported on the successful play of the Boys Basketball team and Wrestling team.
- Negotiations – Mrs. Davidson commented that the negotiations committee met prior to the work session to review the contract and possible items for negotiations.

Old Business

None

New Business

**PROPERTY &
TRANSPORTATION**

Motion by Mrs. Davidson seconded by Mrs. Smith that the Board approve items 1 through 3 on the recommendation of the Superintendent

1. Facility Use

Facility	User	Purpose	Date	Time
Volz Soccer Field	RYAA	Soccer Games and Practices	3/4/13 through 6/28/13	Monday - Friday: 5:00 pm – 9:00 pm (or dark) Saturday: 9:00 am – 3:00 pm

Volz All Purpose Room	Juliana Pray	Bingo/Dance 4,5 gr. Dance 6, 7, 8 th gr.	3/1/13 (rescheduled from 2/8/13 due to inclement weather)	2:15pm – 3:30pm (4 th & 5 th gr.) 6:30pm – 8:30pm (6, 7, 8 th gr.)
Volz All Purpose Room	Runnemedede Girl Scouts	Annual Dinner/Show	3/25/13	4:00 pm – 9:00 pm

2. Field Trips

Location	Purpose	Date	Students	Advisor
Atlantic Coast Gymnastics Williamstown, NJ	Gross motor and sensory play	3/22/13	Preschool (4 year olds)	Rachel Gorman
Atlantic Coast Gymnastics Williamstown, NJ	Gross motor and sensory play	4/12/13	Preschool (3 year olds)	Cathleen Summerfield
Storybook Land Egg Harbor Twp., NJ	View nursery rhyme characters that have been studied	5/7/13	Kindergarten (Bingham & Downing)	Kathleen Marchiano Kimberly Razavi
Cape May Zoo Cape May Courthouse, NJ	View many of the animals that have been studied	5/30/13	Grade 1 (Bingham & Downing)	Mary Helder Kari Passarella
Liberty Science Center Liberty State Park Jersey City, NJ	Enhance in-class learning. Aligned directly with NJ & NY Core Curriculum Standards for Science	5/15/13	7 th Grade	Angela Torres
Neptune High School, Neptune, NJ and Six Flags Great Adventure, Galloway, NJ	Band and Chorus Festival/Competition	5/17/13	Middle School Band and Chorus	Melissa Maatje

3. The quoted transportation contract between Runnemedede Public School District and First Student to provide transportation for a homeless student #2416501412 beginning February 6, 2013 and for the remainder of the 2012-13 school year at a cost of \$129.00 per diem for 85 days for a total cost of \$10,965.

Quotes Received: First Student \$129.00 per diem
 McGough \$147.00 per diem
 Holcomb \$175.00 per diem

ROLL CALL VOTE: 8 Aye 0 Nay 1 Absent (Mr. Buchheim)

Exception: Ms. Panzarella abstained on item #1.

MOTION CARRIED

PERSONNEL

Motion by Mrs. Davidson seconded by Ms. Panzarella that the Board approve items 1 through 6 on the recommendation of the Superintendent.

1. Extended contractual leave for Kristen Mitchell for the 2013-14 school year pursuant to Article XVI, section E. of the REA collective bargaining agreement. Mrs. Mitchell has fulfilled the requirement specified in the REA agreement. She is scheduled to return to work in September of 2014-15 school year.
2. Kayleigh Root as a long term substitute for Employee #612 from March 18, 2013 until the end of the 2012-2013 school year.

3. Accept with regret the resignation with intent to retire of Janet Fiola as School Psychologist and CST Coordinator effective June 30, 2013.
4. Victoria Kelly as a substitute teacher for the 2012-2013 school year.
5. The change in classification of Susan Rost from per diem employee to continue as a full-time Substitute Secretary in the Central Office effective March 1, 2013 through June 30, 2013 at a pro-rated salary of \$23,584.
6. Approve Elaine Fresta as a substitute teacher for the 2012-2013 school year.

ROLL CALL VOTE: 8 Aye 0 Nay 1 Absent (Mr. Buchheim)

MOTION CARRIED

The Board of Education publicly thanked Mrs. Janet Fiola for her dedicated 32 years of service.

FINANCE

Motion by Mrs. Davidson seconded by Mrs. Adair to approve items 1 through 6 on the recommendation of the Superintendent and School Business Administrator

1. Budget transfers and Cash Reports

Transfers and Appropriation/Revenue Adjustments – December 2012
Cash Report – December 2012

2. Professional Development Workshops

Name	Workshop/Conference	Date(s)/Time/Location	Cost
Joanne Augustine	Understanding Your CAFR, Audit Review & How to Read the Board Secretary Report (3 CPE credits) Sponsor – NJASBO	4/23/13 9:00 am – 12:00 pm Double Tree Hotel Mt. Laurel, NJ	replaces previously cancelled w/s Mileage
Joanne Augustine	403(b) Update & Getting the Most Value Out of Your Retirement Plan 1 CPE; Sponsor – NJASBO	3/12/13 9:00 am – 12:00 pm Double Tree Hotel Mt. Laurel, NJ	\$50 Mileage
Mark Iannucci	Symposium – Teacher Evaluation: Connecting Preparation & Practice to Performance Sponsor – NJASCD	4/19/13 9:00 am – 1:00 pm Courtyard Marriott Cranbury, NJ	\$135.00 Mileage
Michelle DiMatties Peggy DiMatessa Joanne Augustine	2013 SEMI Program Regional Meeting Sponsor – PCG	3/15/13 9:30am – 11:30am BCSSSD, Westampton, NJ	Mileage
Marisa Burpulis	Wilson Reading Series Intro/Applied Methods Sponsor - Newgrange	6/4/13 6/5/13 6/6/13 8:00am – 3:00pm Newgrange Education Center Princeton, NJ	\$650.00 Mileage
Nancy Ward	School Security Conference Sponsor – NJASA	3/13/13 9:00 am – 3:30 pm Pines Manor Edison, NJ	\$100.00 Mileage
Mark Iannucci	School Security Conference Sponsor – NJASA	3/13/13 9:00 am – 3:30 pm Pines Manor Edison, NJ	\$100.00 Mileage

Marie Gallagher Pat Connelly Nancy Bada Kristin Callahan	NJASK DTC Training – NJDOE	3/21/13 12:30 pm – 3:00 pm Hotel ML Mt. Laurel, NJ	Mileage
Michelle Di Matties	NJ Association of School Social Workers Spring Institute – NJASSW	4/22/13 8:00 am – 3:15 pm Crowne Plaza Hotel Monroe Twp., NJ	\$130.00 Mileage

3. 2012-13 tuition contract with Edgewater Park Township Board of Education for Student #8790099735 placed by Division of Children and Families in a resource home in Edgewater Park, NJ. Tuition for the 2012-13 school year is \$11,415.
4. Proposal from SJTP to install a new Paging/Bell System at Mary Volz School. The proposal includes providing and installing the necessary equipment and cabling to support a new Intercom and Bell System. The total cost of the proposal is \$56,097. If approved, the installation can be scheduled for Spring recess.
5. The following transfer request:
Approve transfer request of \$56,097 from Capital Outlay – Construction Services account #12-000-400-450-AD to Capital Outlay – Required Maintenance School Facilities – Equipment account #12-000-261-730 in order to purchase and install a new Paging/Bell System at Mary Volz School. The original budget contained funding for installing wireless in the three buildings which will now be done by staff.
- 6.. Payment of bills (Bill Lists attached):

ACCOUNT PERIOD/BATCH #	TOTAL AMOUNT
Payroll January 15-Bills List #1/#51	\$361,768.51
Payroll January 30-Bills List #2/#52	\$347,747.35
February 2013-Bills List #3/#60	\$178,485.00
February 2013-Bills List #4/#61	\$155,926.54
Cafeteria	\$23,476.10
Total	\$1,067,403.50

ROLL CALL VOTE: 8 Aye 0 Nay 1 Absent (Mr. Buchheim)

MOTION CARRIED

Details of items 1 and 6 were presented to the Board and are attached to the minutes.

CURRICULUM

Motion by Mrs. Torrillo seconded by Mrs. Davidson to approve item 1 on the recommendation of the Superintendent:

1. Homebound instruction for Student #4882 for duration of suspension. Probable duration is one week. Homebound instructors are Lorraine Sirolli and Cindy King.

ROLL CALL VOTE: 8 Aye 0 Nay 1 Absent (Mr. Buchheim)

MOTION CARRIED

POLICIES/

PUBLIC RELATIONS None

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.

Mrs. Pat Wilson, 201 Schubert Avenue, commented as follows:

- When will the Board approve the budget? Ms. Augustine replied March 6.
- The RTI presentation was great.
- Inquired whether additional staff was needed for RTI work. Dr. Ward discussed staffing assignments.
- Inquired about implementation of the Daily 5 program. Dr. Ward and Ms. Gallagher explained the process.

Mrs. Tara Root, 36 N. Rowand, commented as follows:

- Are any other schools doing what we are doing? Mrs. Gallagher did not have information on what other schools are doing but did comment that the former reading recovery program was not cost effective.
- Inquired what the specifications of the Paging System are. Ms. Augustine replied that the system will be integrated with the bells. It is necessary for the security of the school to replace the current systems at Volz School.

Hearing no further comment, President Spaulding closed the public comment section of the meeting.

Executive Session

Matters to be discussed under Section 8, Open Public Meetings Act.

Motion by Mrs. Adair seconded by Mrs. Davidson to adopt following resolution to recess to Executive Session

RESOLUTION FOR EXECUTIVE SESSION

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;

___1___ 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; (Runnemede BOE vs. Alessi Roofing)

___ 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;

___ 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;

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 at 8:45 pm 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.

Time 8:20pm

ALL IN FAVOR AYES CARRIED

No action will be taken at conclusion of Executive Session

Return to Public Session Motion by Mrs. Adair seconded by Mrs. Torrillo to return to open session at 9:12pm.

ALL IN FAVOR AYES CARRIED

Board/Committee Meetings

Special BOE meeting date: March 6, 2013 at 6:30pm (work session at 6:00pm)
 Regular BOE meeting date: March 27, 2013 at 7:00pm (work session at 6:00pm)

Adjournment Motion by Mrs. Torrillo seconded by Mrs. Beebe to adjourn at 9:12pm

ALL IN FAVOR AYES CARRIED

Respectfully submitted,

Joanne Augustine
 Board Secretary