

**BOARD OF EDUCATION
RUNNEMEDE PUBLIC SCHOOL DISTRICT**

Mary Volz School Library
June 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 7:06pm
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	Angel Beebe	Mr. Mark Iannucci, Superintendent
Charles Buchheim	Maria Panzarella	Acting Principal
Naomi Davidson	Lynn Torrillo	Ms. Joanne Augustine, SBA/BS
Patricia Smith	John Wark	Mrs. Janet Fiola, CST Coordinator
Samantha Spaulding		Mr. Steven Pili, Volz Principal 7/1/13
		Ms. Marie Gallagher, BI/DO Principal- arrive 7:12pm
		Mr. Butch Bruner, Maintenance Supervisor
		Residents and Staff Members

Approval of Minutes

Motion by Mr. Buchheim Seconded by Mrs. Smith

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

1. May 2, 2013 Special meeting minutes
2. May 2, 2013 Executive session minutes (distributed at meeting)
3. May 29, 2013 Regular meeting minutes

ROLL CALL VOTE: 5 Aye 0 Nay 0 Abstain 4 Absent
(Mrs. Beebe
Ms. Panzarella
Mrs. Torrillo
Mr. Wark)

MOTION CARRIED

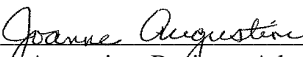
Financial Report –
Period Ending
May 2013

Motion by Mrs. Davidson Seconded by Mrs. Adair

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 May, 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 months of April/May. The Treasurer’s and Secretary’s report are in agreement for the months of April/May 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

June 27, 2013
 Date

ROLL CALL VOTE: 5 Aye 0 Nay 0 Abstain 4 Absent
 (Mrs. Beebe
 Ms. Panzarella
 Mrs. Torrillo
 Mr. Wark)

MOTION CARRIED

Presentations Janet Fiola explained the School Self Assessment results for Anti-Bullying Bill of Rights. There are 25 areas that can receive up to 3 points for a maximum score of 75. Runnemede scored 63 points.

Correspondence (*white*) Runnemede Library is requesting that all the schools give them a list of the summer reading May. The Library wants to make sure that they have a sufficient supply of the reading material needed to accommodate our students.

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. President Spaulding closed the public comment section of the meeting.

Secretary's Report

Ms. Augustine reported on the following activities in addition to routine business:

Activities in addition to routine business include:

- Complete state required Verification of Payroll Distribution
- Submit reimbursement request for May and June expenditures for the IDEA FYE 8/31/13
- Submit reimbursement request for May and June expenditures for the NCLB FYE 8/31/13
- Compile transportation routes for Extended School Year based on Special Education needs and IEP meetings
- Compile transportation routes contract renewals and bid information for the 2013-14 school based on State regulations,, Special Education needs and the outcomes of IEP meetings
- Renew Flexible Spending account maintaining no cost to staff or Board of Education
- Negotiations work and attend committee meetings

Superintendent's Report

Mr. Iannucci reported on the following items of interest:

A. Attendance/Enrollment Report Attachment X. A.

Motion by Mrs. Davidson Seconded by Mrs. Smith

B. Affirm and accept the School Self Assessment for Determining School Grades under the Anti-Bullying Bill of Rights.

ROLL CALL VOTE: 5 Aye 0 Nay 0 Abstain 4 Absent
(Mrs. Beebe
Ms. Panzarella
Mrs. Torrillo
Mr. Wark)

MOTION CARRIED

Principals' Reports

Principals reported on the following items of interest

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

SCHOOL	TYPE OF DRILL	DATES
BINGHAM	FIRE	5/20
	EVACUATION	5/22
DOWNING	FIRE	5/21
	EVACUATION	5/28
VOLZ	FIRE	5/21
	ACTIVE SHOOTER	5/23

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. Pat Wilson announced that they are looking to hold a barbeque the last week of August. There will be a town-wide invitation sent out.

B. Committee Reports

- Camden County Education Services Commission - none
- NJSBA Report – Mr. Buchheim announced that the next report will be in the Fall
- Black Horse Pike - Mrs. Spaulding commented that there has been restricting at the school with all the new hires.
- Negotiations - Mrs. Davidson commented that it is going well and they are waiting on Phil Stern.

Old Business None

New Business

**PROPERTY &
TRANSPORTATION**

Motion by Mrs. Adair seconded by Mrs. Davidson that the Board approve items 1 through 7 on the recommendation of the Superintendent and School Business Administrator.

1. Facility Use

Facility	User	Purpose	Date	Time
Volz All Purpose Room	St. Teresa School	Basketball	10-3-13 through 2-27-14	6:30pm – 8:30pm

2. Joint Transportation Agreement with Gloucester Township Public Schools for the transportation of a Runnemede student to Wenonah Public Schools from April 25, 2013 to the end of the school year. Student had been placed in Wenonah by NJ Division of Youth and Family Services. Total cost is \$3,626.
3. Extended School Year Transportation accepting quotes received and awarding to McGough Bus Co. for ESY1 and ESY2.

	Per Diem Route cost	Adj/Mile Incr/Decr	Per Diem Per Aide
First Student			
ESY1	\$177	\$1.50	\$42
ESY2	\$187	\$1.50	\$44
McGough			
ESY1	\$158	\$1.00	\$20
ESY2	\$150	\$1.00	\$20
DeHart	No Quote		
Safety Bus Service	No Quote		
Holcomb Bus	No Quote		
Hillman Bus	No Quote		
T & L Transportation			
ESY1	\$190	\$0.50	\$25
ESY2	\$190	\$0.50	\$25

4. Proposal from Haddon Locksmith to remove existing interior stairway doors in six doorways and install new fire rated doors and panic bars at Grace Downing School. Door upgrade is

required by Fire Marshall. Cost to upgrade Downing School is \$22,200. Proposal is lowest received.

- Dispose of the below listed phone equipment that was replaced several years ago. Attempt to sell equipment was unsuccessful.

11 Iwatsu 1X-12KTD-2 12 Button Digital Display Key Phone
 10 Iwatsu ADIX IX 12KTS-2 12 Button Standard No Digital Display
 1 Vodavi Infinite IN9011-71 8 Button Charcoal Telephone

- Purchase EDGE Walk-Behind Floor Scrubber and EDGE STICK Floor Machine equipment and supplies through NJ State Approved Coop Pricing System 65MCESCCPS, maintenance equipment bid award 11/12-40. Walk-behind machine with upgraded heavy duty battery package cost \$6,783. EDGE STICK Floor Machine cost \$2,927. (Green technology equipment)
- Dispose of the attached list of equipment provided by Jeanette Schiraldi upon unsuccessful attempt to sell equipment.

ROLL CALL VOTE: 5 Aye 0 Nay 0 Abstain 4 Absent
 (Mrs. Beebe
 Ms. Panzarella
 Mrs. Torrillo
 Mr. Wark)

MOTION CARRIED

PERSONNEL

Motion by Mr. Buchheim seconded by Mrs. Smith that the Board approve items 1 through 7 on the recommendation of the Superintendent:

- Lee-Ann Michel will be the ESY 2-4 teacher.
- Substitutes for Extended School Year Program – Mary Helder, Erin Whitescarver, Diane Bergman, Karen Clements. Aides - Karen Fazi, Christine Zanghi, Michelle Betteridge.
- Koreen Strong to join our substitute list for the 2013-2014 school year.
- Robert Richards to join our substitute list for the 2013-2014 school year.
- Cynthia King to join our substitute list for the 2013-2014 school year.
- Dorothy Thomas to join our substitute list for the 2013-14 school year.
- Kathleen Kelly, substitute playground/lunch aide for the 2013-2014 school year.
- Ratify and affirm the Employment Agreement for Joanne Augustine as Business Administrator/Board Secretary as approved by the Executive County Superintendent of Schools for the period July 1, 2013 through June 30, 2014. (No changes have been made; this approval is ratified per date of ECS issued approval date June 10, 2013. The salary \$91,555 represents a 2% increase before health insurance contribution.)
- Approve Valerie Carmody to process SDA grant reimbursement paperwork necessary to complete/finalize the 2010 Grants #3597, #3598 and #3599 at the rate of \$30 per hour.
- Approve employee #357 for childcare leave from September 1, 2013 – November 11, 2013.
- Approve employee #331 for childcare leave from September 1, 2013 – June 30, 2014.

12. Below is a list of our new staff members who need board approval for the 2013-2014 School Year:

<u>Staff Member</u>	<u>School</u>	<u>Position</u>	<u>Salary</u>
Janine Verdecchio	Downing	Grade 2	\$49,100 (M step 1)
Samantha Eib	Bingham	Grade K-1 SE	\$47,100 (BA step 1)
Victoria Kelly (maternity coverage)	Bingham	Grade 1	\$47,100 (BA step 1)
Kaitlyn Taraschi	B & D	PE & Health	\$47,100(BA step 1)
Kevin Michell (cert in process)	Bingham	Grade 2 SE	\$47,100(BAstep 1)
Lindsey Lamonica	Bingham	Grade 3	\$47,100(BA step 1)
Christine Duffield	Volz	Grade 6-8 SS	\$47,100(BA step 1)
Jeneane DeJohn	Volz	SE	\$47,100(BA step 1)
Lee-Anne Michell	Volz	Grade 4-5 SE	\$48,212(BS step2)
Elizabeth Armetta - (cert in process)	District	Psychologist	\$49,100(M step 1)
James Winkelspecht, Jr.	District	Vice-Principal	\$73,000(M)
Kayleigh Root	Volz	Grade 7-LA	\$50,212 (M step 2)
Shannon Callahan	Volz	Grade 7-Math	\$47,100(BA step 1)
Karen Kauffmann	B & D	Grade K-3	\$47,100(BA step 1)
Joan Greenwood	Volz	Technology	\$47,100(BA step1)
Meghan Bollendorf	Volz	Instructional Aide	\$16,200

13. 2013-2014 staff assignment and transfers. (please see attached).

14. Change in School Secretary’s Contract, effective July 1, 2013- Salaries pending contract settlement.

<u>Bingham</u>	<u>Downing</u>	<u>Volz</u>
Annette Marker-12 month	Patricia Watts-12 month	Susan Rost-10 month (full-time)

15. Approve support staff, maintenance/custodial and cafeteria staff for the 2013-2014 school year. See attached sheet. (salaries pending due to negotiations)

16. Child Study Team summer work as follows at the 12-13 per diem contract rate.

Michelle DiMatties	10 days @296.50
Elizabeth Armetta	10 days @ 245.50
Marianna Tasso	4 days @264.92

17. Approve Mindy Otero as CPI trainer for the district for the 2013-14 school year. Mindy received her certificate on May 17, 2013. Rate for training is \$28.00/hr.

ROLL CALL VOTE: 5 Aye 0 Nay 0 Abstain 4 Absent
 (Mrs. Beebe
 Ms. Panzarella
 Mrs. Torrillo
 Mr. Wark)

MOTION CARRIED

FINANCE

Motion by Mrs. Adair seconded by Mrs. Davidson to approve items 1 through 9 and 11 through 25 as attached on the recommendation of the Superintendent and School Business Administrator

- Transfers and Appropriation/Revenue Adjustments – May, 2013
 Cash Report – May, 2013
 Treasurer’s Report – April, 2013

2. Professional Development Workshops

Name	Workshop/Conference	Date(s)/Time/Location	Cost
Charles Buchheim Patricia Adair Samantha Spaulding Naomi Davidson Angel Beebe Addtl School Board Members TBD Joanne Augustine Mark Iannucci	NJSBA 2013 Workshop & Exhibition	October 22-24, 2013 Atlantic City Convention Center Atlantic City, NJ	\$150/person Mileage Hotel if required

3. Payment of Bills (Bills Lists attached)

ACCOUNT PERIOD/BATCH #	TOTAL AMOUNT
Bills List #1 – Payroll 05/15/2013	\$ 348,936.19
Bills List #2 – Payroll 05/30/2013	\$ 349,496.10
Bills List #3 – June 27, 2013	\$188,203.95
Bills List #4 – June 27, 2013	\$40,851.12
Cafeteria – Inv’s 4/26-5/30/13	\$ 18,344.94
Cafeteria - Inv’s 5/31-6/13/13	\$ 13,758.33
TOTAL	\$959,590.63

4. Tuition contract for student DM placed at Wenonah Elementary School by NJ Division of Youth and Family Services for the remainder of the 2012-13 school year. Total prorated cost from April 15, 2013 is \$2,399.35
5. Renewal of the Section 125 Plan Flexible Spending Account as required by NJ Chapter 78, P.L. 2011 with AFLAC. AFLAC is waiving member costs and administrative fees to the Board. The plan year for the FSA and any optional voluntary plans from AFLAC began September 1. AFLAC will issue a short year FSA contract for the period September 1 through December 31 and then issue a new contract to coincide with the calendar year 2014.
6. Approve resolution that does not require Archway Schools to charge students for reduced and/or paid meals.

RESOLUTION

Be it resolved that the Runnemede Board of Education does not require the Archway Schools to charge students for reduced and/or paid meals provided as part of their educational program in compliance with the NJ Department of Agriculture’s Child Nutrition Program regulations.

7. Appoint the firm of McManimon & Scotland as bond counsel for services to issue renewal Grant Anticipation Promissory Notes with an estimated total fee not to exceed \$1,500 for the bond counsel services.
8. Contract with Cooper University Hospital for the Employee Assistance Program at an annual fee of \$5,076 for the 2013-14 school year.
9. Renewal agreement between Runnemede Board of Education and E-rate Partners, LLC for Priority I E-rate services for Funding Years 2014 and 2015. Annual fee for Funding Year 2014 will be \$2,500.

ROLL CALL VOTE: 5 Aye 0 Nay 0 Abstain

4 Absent
(Mrs. Beebe
Ms. Panzarella)

Mrs. Torrillo
Mr. Wark)

MOTION CARRIED

Motion by Mrs. Smith seconded by Mrs. Adair to approve item 10 on the recommendation of the Superintendent and School Business Administrator

10. Approve resolution to transfer funds to Reserve Accounts

RESOLUTION

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-13, and NJSA 18A7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Runnemede Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into the following accounts at year end if funds are available: *Capital Reserve and Maintenance Reserve*, and

WHEREAS, the Runnemede Board of Education has determined that an amount *not to exceed* \$500,000 for the Capital Reserve and Maintenance Reserve each is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Runnemede Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

ROLL CALL VOTE: 5 Aye 0 Nay 0 Abstain 4 Absent
 (Mrs. Beebe
 Ms. Panzarella
 Mrs. Torrillo
 Mr. Wark)

MOTION CARRIED

Motion by Mrs. Adair seconded by Mrs. Davidson to approve items 1 through 9 and 11 through 25 as attached on the recommendation of the Superintendent and School Business Administrator

11. Approve The Barclay Group to be named insurance broker/risk management consultant of record for the 2013-14 school year.
12. Approve Brown and Brown Benefit Advisors to be named as Insurance Broker (health benefits) for the 2013-14 school year.
13. Approve Bayada School Nursing Services for the 2013-2014 School Year. (no increase in six years)
- | | |
|---------------------|--------------------|
| <u>LPN Services</u> | <u>RN Services</u> |
| \$45.00/hr. | \$55.00/hr |
14. Approve American Appraisal be appointed to provide Fixed Asset appraisal update services for the district for the 2013-14 school year at a fee of \$1,400.

15. Approve contract for Gloucester County Special Services to provide services to our hearing impaired student from September, 2013 through June, 2014. Total fee is \$4,270.
16. 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>
8603896991	Kingsway Learning Ctr	Tuition-ESY	\$ 8,105.70
		Tuition	\$48,634.20
		1:1 Aide-ESY	\$ 2,640.00
		1:1 Aide	\$26,640.00
5910141622	Durand Academy	Tuition	\$53,413.20

17. Application for the FY2014 IDEA-B and FY2014 NCLB entitlement grants for the following amounts:

IDEA PK	\$ 11,691
IDEA Basic	\$ 211,934
IDEA Basic-NP	\$ 32,968
NCLB Title IA	\$180,190
NCLB Title IIA	\$ 44,241
NCLB Title III	\$ 3,346

The new application process for FY2014 NCLB has been delayed. (NCLB Funding Notice issued June 25 includes Non-public allocation.)

18. Payment of 5 accrued unused vacation days at the per diem rate of \$483.43 (total of \$2,417.15) for Marie Gallagher, Principal.
19. Approve employee #12 (due to long term disability) for payment of 5 unused vacation days (total of \$1,238.00).
20. Add additional detail to the minutes of the April 24th, 2013 meeting regarding the resolution to approve the Educational Data Services vendor Northeast Mechanical and Northeast Electrical Services. Attachment XIV. C. 11. should be included in the minutes.
21. Approve purchase of Lunchtime Point of Sale Software to handle food service sales. The software will improve data management and operational efficiencies as well as having integrated reporting, importing of student information from the student data base, and the capability to allow parents to view purchases. Cost for software and services are \$5,035. (Additional quote received from Heartland for "Lunchbox" point of sale software. Cost for Lunchbox software and services was \$7,810.)
22. Approve NWEA renewal license subscription for MAP for Reading, Mathematics, Language Usage and Primary Grades effective July 1, 2013 to June 30, 2014 at total cost of \$9,950.
23. Contract for Barbara Epstein as Educational Consultant to provide instructional support for "at risk" students and consultation and teacher professional development for the 2013-2014 school year. The contract amount is not to exceed \$40,000, funded by NCLB Title IA and Title IIA.
24. If no July meeting is held, move that the Business Administrator be authorized to process invoices for July with Board confirmation at the August meeting.
25. Authorize the Business Administrator to do account transfers that may be needed to close the fiscal year with Board confirmation at the next regular meeting.

ROLL CALL VOTE: 5 Aye 0 Nay 0 Abstain 4 Absent
 (Mrs. Beebe
 Ms. Panzarella)

- Mr. Iannucci publicly thanked Mrs. Fiola and Ms. Gallagher for their work and help over the many years
- Mrs. Spaulding wished the retirees well in addition to welcoming the new staff.

Hearing no further comment, Mrs. Spaulding closed the public comment session.

Executive Session None

Board/Committee Meetings

Reminder:
Next regular BOE meeting date: August 14, 2013 at 7:00pm (work session at 6:00pm)

Adjournment Motion by Mrs. Davidson seconded by Mrs. Adair to adjourn at 7:37pm

ALL IN FAVOR AYES CARRIED

Respectfully submitted,

Joanne Augustine
Board Secretary