

**BOARD OF EDUCATION
RUNNEMEDE PUBLIC SCHOOL DISTRICT**

Mary Volz School Library
August 14, 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 7:02pm
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 -7:26pm Mr. Mark Iannucci, Superintendent
Angel Beebe Ms. Joanne Augustine, SBA/BS
Charles Buchheim Ms. Jade Yezzi, Principal – BI/DO
Naomi Davidson Mr. Steve Pili, Principal - Volz
Maria Panzarella Lori Hynes, CST Supervisor
Patricia Smith Ms. Elizabeth Armetta, Psychologist
Samantha Spaulding Mr. Butch Bruner, Facilities Supervisor
Lynn Torrillo Residents and Staff Members
John Wark

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. June 27, 2013 Regular Meeting

ROLL CALL VOTE 5 Aye 0 Nay 4 Abstain 0 Absent
(at 7:27pm): Mrs. Beebe
Ms. Panzarella
Mrs. Torrillo
Mr. Wark

MOTION CARRIED

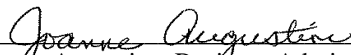
Financial Report –
Period Ending
June 2013

Motion by Mr. Buchheim Seconded by Mrs. Smith

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 June 2013 (Preliminary). 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 June. The Treasurer's and Secretary's report are in agreement for the month of June 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

August 14, 2013
Date

ROLL CALL VOTE: 8 Aye 0 Nay 0 Abstain 1 Absent
Mrs. Adair

MOTION CARRIED

Presentations

None

Correspondence (*white*)

Recognition Of receipt of Educational Facilities Manager Certificate by Howard (Butch) Bruner (copy attached)

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.

Amy Farry, 816 North Read Ave, had the following comment:

- Can you explain item 15. Item 15 was the hiring of a part time Accounts Payable Clerk due to changes in current staff responsibilities.

Dan Conard, 629 Williams Avenue, had the following comment:

- Wanted an explanation of the POS System. The benefits of going to a Point of Sale System, something that most schools have been utilizing, were briefly explained.

Michelle Winters, 17 Payne Avenue commented:

- Can we start to prepay lunches on line? Response was not yet but it is a feature that can be added to the program.

Amy Farry, 816 North Read Ave, commented:

- What is item #10 under Finance? Mr. Iannucci explained that it was a correction because Ms. Armetta already had obtained M+30 level at her hire date.

Kathleen Zdanowski, 617 Dettmar Terrace commented:

- How does the POS system affect us and when were we going to be told about it? Samantha Spaulding responded that the system was just getting approved tonight and that information will be forthcoming.

No further public comment. President Spaulding closed the public comment section of the meeting.

Secretary's Report The Board Secretary's Report for the period June 22, 2013 through August 9, 2013 is presented in the attached document.

Superintendent's Report Mr. Iannucci reported on items in the attached document.

Principals' Reports Principals reported on the following items of interest

A. Fire and Security Drills to date were conducted as follows: **(2013-14 resumes in October)**

SCHOOL	TYPE OF DRILL	DATES
BINGHAM	FIRE	6/5/13
	LOCK DOWN	6/12/13
DOWNING	FIRE	6/4/13
	LOCK DOWN	6/13/13
VOLZ	FIRE	6/12/13
	ACTIVE SHOOTER	6/3/13

B. Nurse's Report (resume in the fall)

C. Buildings and Grounds Report (resume in the fall)

D. Special Education Report (resume in the fall)

Other Reports A. PTA Report – President Moore reported on the summer meeting and new members. She commented that they will have some of the same events as before. The big event coming up is the Welcome Back Picnic on August 27th.

B. Committee Reports

- Camden County Education Services Commission - none
- NJSBA Report - none
- Black Horse Pike
- Negotiations – Mrs. Davidson reported that there is a negotiations committee meeting on Monday night, September 9, 2013

Unfinished Business None

New Business

PROPERTY &
TRANSPORTATION

Motion by Mrs. Davidson seconded by Ms. Panzarella that the Board approve items 1. through 7 on the recommendation of the Superintendent:

1. Facility Use

Facility	User	Purpose	Date	Time
Volz Soccer Field Volz Kitchen	Runnemedede PTA	Meet and Greet for all Runnemedede staff, parents, students, families	8/27/13	5:30pm - 7:30pm
Volz Library	Runnemedede PTA	PTA Executive Board Meetings	9-5-13 10-3-13 11-14-13 12-5-13 1-2-14 2-6-14 3-6-14 4-3-14 5-1-14 6-5-14	6:00pm - 9:00pm

2. 2013-14 School Year Route 2pm Transportation accepted bids received and awarding to First Student

	Per Diem Route cost	Adj/Mile Incr/Decr	Per Diem Per Aide
First Student 2PM	\$112.90	\$1.50	\$28.90
Holcomb Bus	No Bid		
T & L Transportation	No Bid		

3. Readopt the same "Hazardous Condition" from 2012-13 in order to comply with the statute and transportation policy. The determination of a hazardous condition for Board approval of the courtesy transportation was made in conjunction with the police department, Business Administrator, Superintendent, and Transportation Coordinator (if another designee). As a result of the collaboration, the following location was deemed hazardous due to the determining criteria identified.

A hazardous condition exists starting at the corner of Davis Road and Hartford Drive and traveling South/South East down Hartford Drive to Providence Road. Students along the East side of Hartford Drive have no walkways in part due to fencing, guard rails and shrubbery creating the need to walk in the street without a shoulder area. In addition, vehicles enter and exit in all directions (including in reverse) all along the area, creating a high risk hazard for a student in the roadway and walking behind vehicles.

4. Authorize Garrison Architects to submit a New Jersey Dept of Education Round 4 ROD grant application for the Kitchen project. This project is included in the district's updated Long Range Facilities Plan. Application MUST be submitted by September 4, 2013 in order to be considered.

5. Authorize Garrison Architects to submit a New Jersey Dept of Education Round 4 ROD grant application for other capital improvements. This may include roof repairs, masonry restoration, windows and exterior doors. In addition, the Board authorizes Garrison

Architects to amend the district Long Range Facilities Plan to include the ROD grant projects as required.

6. Fire Alarm System additions for new fire doors at Bingham and Downing Schools. Work includes installation of door holders and magnets, and programming system to release all doors upon alarm per NFPA 72. Competitive quotes received. Approve Franklin Alarm Company at the proposed cost:

Bingham	\$5,530	Downing	\$5,320
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7. Fire Alarm Control Panel Replacement at Bingham School needed. Cost for materials, installation and programming is \$2,650.

ROLL CALL VOTE: 8 Aye 0 Nay 0 Abstain 1 Absent
Mrs. Adair

MOTION CARRIED

PERSONNEL

Motion by Mrs. Smith seconded by Mr. Wark that the Board approve items 1 through 19 with notation on item 19 on the recommendation of the Superintendent:

1. Resignation of Ms. Juliana Pray, Volz Special Education Teacher, effective July 1, 2013.
2. Approval of Ms. Kristin Ambrose, Volz Special Education Teacher, effective September 1, 2013. BA - \$47,100.
3. Mrs. Jade Yezzi as our Affirmative Action Officer/504 Committee Coordinator for the 2013-2014 school year.
4. Dr. Sean McCarron as our HIB and Testing Coordinator for the 2013-2014 school year.
5. Approve stipend for the Summer Art Program Camp as follows:
Michele Karpiak-Molloy, \$ 733.86 (The stipend is funded fully from net collections including the Board cost for FICA).
6. Approve Mrs. Pat DiJulio for Tier 2 interventions at Bingham School, Monday, Tuesday and Wednesday 8:45a.m. – 11:45a.m. (nine hours weekly - \$38.00/hr)
7. 2013-2014 staff reassignments and transfers: (see attached sheet)
8. Approve the retirement of Dorothy Bovio, effective September 30, 2013.
9. Approve the 2013-2014 Substitutes. (see attached sheet)
10. Approve salary change for Ms. Elizabeth Armetta (School Psychologist). Ms. Armetta was originally approved for \$49,100. Ms. Armetta has obtained her M+30, salary adjustment to \$50,500.
11. Approve Ms. Elizabeth Armetta for her summer obligation with the CST. Her per diem Rate per day is \$252.50 x10 days = \$2,525.00.
12. Approve the following Café Aides and Playground/Supervisory Aides. (see attached sheet)
13. Approve Marianna Tasso to provide speech related services (two days per week @ \$38 per hour) for IEP students in the ESY program.

	Assessments EIRC Sewell, NJ		
James Winkelspecht	Preparing for Teacher & Principal Evaluation: Student Growth Objectives & Assessments EIRC Sewell, NJ	8/19/13 and 8/21/13 9:00am – 3:00pm	\$280.00 mileage @ \$.31/mi.
Jade Yezzi	Preparing for Teacher & Principal Evaluation: Student Growth Objectives & Assessments EIRC Sewell, NJ	8/19/13 and 8/21/13 9:00am – 3:00pm	\$280.00 mileage @ \$.31/mi.
Sean McCarron	Preparing for Teacher & Principal Evaluation: Student Growth Objectives & Assessments EIRC Sewell, NJ	8/19/13 and 8/21/13 9:00am – 3:00pm	\$280.00 mileage @ \$.31/mi.
Joanne Augustine	CCASBO meetings Voorhees Admin Bldg	9/18/13, 10/30/13, 11/21/13, 12/18/13, 1/15/14, 2/19/14, 3/19/14, 4/16/14, 5/14/14, 6/18/14 8:30am – 11am	0 registration mileage @ \$.31/mi.
Kathleen Malatesta or other designee(s)	Certification & Benefit Issuance Workshop (Free & Reduced Price Application W/S) Rutgers EcoComplex Bordentown, NJ	8/27/13 10am – 1pm	0 registration mileage @ \$.31/mi.
Mark Iannucci	NJASA Dealing With First Year Icebergs	8/19/13	0 registration mileage @ \$.31/mi.

3. Payment of Bills (Bills Lists attached)

ACCOUNT PERIOD/BATCH #	TOTAL AMOUNT
Bills List #1 – Payroll 06/15/13	\$ 362,516.01
Bills List #2 – Payroll 06/30/13	\$ 365,050.35
Bills List #3 – July 30, 2013	\$ 636,766.69
Bills List #4 - July 30, 2013	\$ 121,435.78
Bills List #5 – August 14, 2013	\$28,285.42
Bills List #6 – August 14, 2013	\$79,336.14
TOTAL	\$1,593,390.39

4. Correction to per diem rate utilized for unused vacation time that can be reimbursed at the end of a contract in accordance with the RAA contract. Agenda dated June 27 calculated unused vacation time for Marie Gallagher based on regular per diem rate. Contract specifies reimbursement rate at the end of the contract year at \$225 per diem.
5. Educational Services Contract with Gloucester County Special Services School District CRESS for the 2013-14 school year to provide 35 hours of Educational Consultation Services/Teacher of the Deaf at the rate of \$122/hour, total contract of \$4,270.
6. Agreement with the Camden County Educational Services Commission to provide an instructional aide and OT services to St. Theresa's K-8 School for the 2013-14 school year effective with the submittal date of the IDEA-B FY2014 grant application through June 30, 2014.

7. 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>
1729627751	GCSSSD/BBE-W	ESY	\$ 3,840.00
7813462374	GCSSSD/BDC	ESY w/aide	\$ 3,840.00 + \$3,120.00
7338058655	GCSSSD/GCC	ESY	\$ 3,840.00
2043172384	GCSSSD /BDC	ESY w/aide	\$ 3,840.00 + \$3,120.00
6847236573	GCSSSD/BDC	ESY	\$ 3,840.00
7561093737	Yale, Cherry Hill	Tuition	\$46,121.40

8. Hardware and accessories for POS system in all three schools. Equipment includes All-In-One Touchscreen/pc combination, cash drawer and Pin Pad. Total for all materials and shipping is \$6,942. Comparative pricing was obtained in order to comply with purchasing requirement.

9. Purchase Leveled Literacy Intervention Books, workbooks and lesson guides for use in grades 4 and 5 utilizing NCLB Title IA funds.

Account #20-232-100-610-AD \$5,088.00

10. Affirm the award and sale of the Grant Anticipation Note to lowest bidder Passaic Valley Water Commission at the price of \$500,000, plus 1.24% per annum effective July 2, 2013 and maturing November 1, 2013.

Bids Received:

<u>Bidder</u>	<u>Rate of Interest</u>
Passaic Valley Water Commission	1.24%
Oppenheimer & Co, Inc	2.875%
PNC Bank	1.69%

The maturing note awarded July 2012 to lowest bidder PNC Bank at the rate of 1.61% per annum matured July 5, 2013. The issuance of the Grant Anticipation Note was approved by Board Resolution May 25, 2011.

11. Approve payment of 5 unused vacation days for Janet Fiola in accordance with contract terms. Amount is calculated at per diem rate of \$440.78 for a total of \$2,203.90

12. Accept 2013-14 State Aid funding allocation for services under Chapter 192/193 totaling \$139,354.

13. Accept the following 2013-14 Non-Public Aid Allocations:

Technology	\$3,160
Textbooks	\$8,666
Nursing	\$12,198

14. An interlocal service agreement between EIRC (Educational Information & Resource Center) and Runnemede School District for delivery of products and services for the 2013-14 school year.

15. Approve Federally Funded Salaries:

NCLB Title IA – Account #20-231-100-101-AD

<u>Name</u>	<u>13-14 Salary</u>	<u>Salary %</u>	<u>Charge to Grant</u>	<u>Benefits</u>
Barbara Fanz	\$74,350	50%	\$37,175	\$7,435
Mary Ralston	\$54,900	50%	\$27,450	\$5,490

Stipends:	Acct #20-231-100-101-AD-EX
Tutoring Program	\$24,000
Summer Program	\$22,000
Patricia DiJulio, Reading Intervention	\$20,000

16. Commission for the Blind and Visually Impaired to perform assessments during the 2013-14 school year at a rate of \$1,750 per student for one of our students.

17. Gloucester County Special Services School District to provide Auxiliary Deaf Services (Interpreter for Preschool Program) for the 2013-14 school year. Cost will be shared based on the number of student utilizing the interpreting services. Bill for 2012-13 Preschool Interpreter services received July 1, 2013 in the amount of \$5,249.48. This amount represent 33% of total cost of an interpreter.

ROLL CALL VOTE: 8 Aye 0 Nay 0 Abstain 1 Absent Mrs. Adair

MOTION CARRIED

CURRICULUM

Motion by Mr. Buchheim seconded by Mrs. Torrillo to approve items 1 through 6 on the recommendation of the Superintendent:

- 1. Five Year Curriculum Renewal Plan (Implementation Table)
- 2. Five Year Curriculum Renewal Plan (Description of Implementation Table)
- 3. July Summary
- 4. Parental Involvement Policy
- 5. Approve extra-curricular activities and coaches for the 2013-14 school year. (information will be available at BOE meeting)
- 6. Request to eliminate and establish a special education program at Volz school. (Lori Hynes will give a brief summary of the elimination and establishment Program)

ROLL CALL VOTE: 8 Aye 0 Nay 0 Abstain 1 Absent Mrs. Adair

MOTION CARRIED

POLICIES/
PUBLIC RELATIONS

Motion by Mrs. Smith seconded by Ms. Panzarella to approve item 1 on the recommendation of the Superintendent:

- 1. First Reading Policy #2415.04 – Title I – Parental Involvement

ROLL CALL VOTE: 8 Aye 0 Nay 0 Abstain 1 Absent Mrs. Adair

MOTION CARRIED

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. Winters, 17 Payne Avenue commented:

- The mileage rate on item 2 under Finance is low. When was that looked at last? Ms. Augustine explained that the rate is regulated by the state.

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

Executive Session

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

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

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):

- 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 publicly;
- 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;
- 2 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 v Alessi and REA contract)
- 1 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; (Solicitor appointment)
- 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 approximately 8 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: 7:30 pm

ALL IN FAVOR AYES CARRIED

Return to Public Session Motion by Ms. Panzarella seconded by Mrs. Davidson to return to open session

ALL IN FAVOR AYES CARRIED

Time 8:03 pm

Board/Committee Meetings

New/Reminder:

Special BOE meeting date: August 28, 2013 at 11:30am (Board Retreat)

Reminder:

Next regular BOE meeting date: September 25, 2013 (work session at 6:00pm)

Adjournment Motion by Ms.Panzarella seconded by Mrs. Smith to adjourn meeting at 8:05 pm

ALL IN FAVOR AYES CARRIED

Respectfully submitted,

Joanne Augustine
Board Secretary