

BOARD OF EDUCATION
RUNNEMEDE PUBLIC SCHOOL DISTRICT

Mary Volz School Library
September 25, 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 Runnemedede 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 7:03pm
Sunshine Law: The Runnemedede 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, Runnemedede Post Office, Mary Volz School, Aline Bingham School, Grace Downing School, and the Runnemedede Public School District website.

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

Roll Call MEMBERS PRESENT MEMBERS ABSENT ALSO PRESENT
Angel Beebe Patricia Adair Mr. Mark Iannucci, Superintendent
Charles Buchheim John Wark Ms. Joanne Augustine, SBA/BS
Naomi Davidson Ms. Jade Yezzi, Principal – BI/DO
Maria Panzarella Mr. Steve Pili, Principal - Volz
Patricia Smith Mr. James Winkelspecht, VP
Samantha Spaulding Ms. Lori Hynes, CST Supervisor
Lynn Torrillo Dr.. Sean McCarron, Supervisor of C&I
 Mr. Butch Bruner, Facilities Supervisor
 Residents and many staff members

Approval of Minutes

Motion by Mrs. Smith Seconded by Mrs. Torrillo

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

1. August 14, 2013 Regular Meeting
2. August 14, 2013 Executive Session
3. August 28, 2013 Special Board Retreat Meeting
4. August 28, 2013 Executive Session

| | | | | |
|-----------------|-----|-----|--------------------|------------|
| ROLL CALL VOTE: | Aye | Nay | Abstain | Absent - 2 |
| August 14 | 7 | 0 | 0 | Mrs. Adair |
| August 28 | 6 | 0 | 1 (Ms. Panzarella) | Mr. Wark |

Financial Report –
Period Ending
July 2013

Motion by Ms.Panzarella Seconded by Mrs. Beebe

RECOMMEND that the Board of Education approve the following resolution:

Secretary's Report The Board Secretary's Report for the period August 10, 2013 through September 20, 2013 is presented in the attached document. The Board had no further questions on the report.

Superintendent's Report Mr. Iannucci reported on items in the attached document including enrollment, the school opening, new teacher evaluation and ongoing professional development.

The 2013-14 Action Plan/Board Goals were also provided as an attachment

Principals' Reports Principals reported on the following items:

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

| SCHOOL | TYPE OF DRILL | DATES |
|---------|------------------|-------|
| BINGHAM | FIRE | 9/11 |
| | EVACUATION DRILL | 9/17 |
| DOWNING | FIRE | 9/9 |
| | EVACUATION DRILL | 9/17 |
| VOLZ | FIRE | 9/13 |
| | ACTIVE SHOOTER | 9/16 |

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. Farry commented on the coupon book fundraiser. Books are available until September 30th. Mrs. Moore spoke at each Back to School Night. The assembly with Keith Duncan on Internet Safety is scheduled for October 24th.

B. Committee Reports

- Camden County Education Services Commission - none
- NJSBA Report - Mr. Buchheim reported that the Delegate Assembly will be held on November 16 and he will be representing the district.
- Black Horse Pike - none
- Negotiations - Mrs. Davidson reported that negotiations are continuing although it can be a long process. She is hopeful to have another date to meet.

Unfinished Business None

New Business

**PROPERTY &
TRANSPORTATION**

Motion by Ms. Panzarella seconded by Mrs. Davidson that the Board approve items 1 through 4 on the recommendation of the Superintendent:

1. Facility Use

| Facility | User | Purpose | Date(s) | Time |
|---|----------------------------------|--|--|--|
| Mary Volz Library | REA | Meeting | 9-30-13 | 3:15pm - 4:00 pm |
| Mary Volz Library | Runnemedede Education Foundation | Meetings every 2 nd Wednesday of the month | 10-9-13, 11-13-13, 12-11-13, 1-8-14 2-12-14, 3-12-14 4-9-14, 5-14-14 6-11-14 | 7:00pm - 9:00 pm |
| Mary Volz All Purpose Room | Student Council | 4 th & 5 th Grade Bingo 6 th , 7 th , 8 th Grade Dance | 11-1-13 | 2:15pm - 3:45pm Bingo 6:30pm - 8:30pm Dance |
| Mary Volz All Purpose Room and 6 classrooms | Runnemedede Boy Scouts | Leader Training | 11-2-13 | 8:00am - 3:00pm |

| | | | | |
|---------------------------------|-------------------------|--------------------|----------|-----------------|
| Mary Volz All Purpose Room | Runnemedede Girl Scouts | Annual Dinner/Show | 3-12-14 | 4:00pm – 9:00pm |
| Mary Volz Gymnasium and Library | Sean McCarron | MAP Score Review | 10-15-13 | 6:00pm – 7:30pm |

2. Interlocal Services Agreement

An Inter-local Service Agreement with Black Horse Pike Regional School District for monthly transportation of Runnemedede district students to the Philly Diner for the 2013-14 school year at a rate of \$50 per round trip

3. Sports Transportation

Due to regional shortage of drivers and equipment, securing transportation for Field Hockey and Soccer games has not been completed as of 9/20/13. Individual dates and times are being arranged in accordance with bus company availability. The following were transported by T&L Transportation:

Field Hockey team - Thursday, 9/19/13; Soccer - Monday, 9/23/13.

Quoted Sports Transportation Award

Field Hockey – T & L Transportation - \$195 per diem
9/19, 9/26, 10/16, and 10/24 for a total cost of \$780

Soccer – T & L Transportation - \$195 per diem
9/23, 9/26, 9/30, 10/1, and 10/16 for a total cost of \$975

4. Field Trips

| Location | Purpose | Date | Students | Advisor |
|--|---|----------|--|----------------------|
| Johnson's Corner Farm Medford, New Jersey | Pumpkin Picking | 10-17-13 | Preschoolers (Bingham 4 year olds) | Rachel Simons |
| Johnson's Corner Farm Medford, New Jersey | Pumpkin Picking | 10-18-13 | Preschoolers (Volz 3 year olds) | Cathleen Summerfield |
| Mary Volz School | Fire Prevention Week – Students will walk from Bingham to Volz to view Runnemedede Fire Truck | 10-11-13 | Preschoolers (Bingham) 4 year olds | Rachel Simons |
| The Atlantic Club Atlantic City, NJ | Choral Performance | 12-18-13 | Middle School Choir | Melissa Maatje |

ROLL CALL VOTE: 7 Aye 0 Nay 0 Abstain

2 Absent
Mrs. Adair
Mr. Wark

MOTION CARRIED

PERSONNEL

Motion by Mrs. Smith seconded by Mr. Wark that the Board approve items 1 through 14 on the recommendation of the Superintendent:

1. The 2013-2014 contract with Kennedy University Hospital to examine and treat our students who are suspected of substance abuse.

2. Approve payment of 30.5 unused vacation days for retiring employee #12 at a per diem rate of \$247.67. Total cost is \$7,553.94. Amount will be reduced by the per diem rate of \$247.67 for any vacation days (4 used) prior to October 1, 2013.
3. Ms. Lee Ann Michell as a volunteer for the 2013 field hockey team.
4. Kristin Ambrose as a volunteer for the 2013 soccer team.
5. Substitutes – Ronald Koniecki, Stacey McAnaney, Kaitlin Dannibale (pending sub cert) Brenda Harris-Mague (nurse), Ramona Sparano (custodial)
6. Resignation of Joanne Augustine, School Business Administrator/Board Secretary effective November 15, 2013.
7. Resignation of Ms. Lori Laundra, effective October 4, 2013.
8. Amber Joyce who will be the substitute for employee #357 who will be on FMLA until November 11, 2013.
9. Homebound Instructors for the 2013-2014 school year:

| | |
|-------------------|-------------------|
| Marisa Burpulis | Karen Fazi |
| Lorraine Sirolli | MaryKay Grasso |
| Diane Bergman | Shannon Griffiths |
| Angela Torres | Christian Whipple |
| Pat Connell | Mary Helder |
| Barbara Fanz | Alex Taliaferro |
| Cathy Summerfield | Jennifer Karaska |
| Lee Ann Michell | Scott Marakovites |

10. Submission of the Memorandum of Agreement with Law Enforcement and the Runnemed School District.
11. 2013 – 2014 Extra Curricular Activities/Stipends

| | |
|------------------------|-----------------|
| Boy's Basketball Head | Alex Taliaferro |
| Girl's Basketball Head | Mindy Martinez |
| Cheerleading | Jeanne DeJohn |

Intramurals

| | | |
|--|----------------|------------------|
| 4 th &5 th Grade Variety 24 sessions | Mindy Martinez | |
| 6 th &8 th Grade Variety 32 sessions | Shawn Clancy | |
| Flag Football | 16 sessions | Michael Ralston |
| Basketball 6 th -8 th | 32 sessions | Shawn Clancy |
| Volleyball | 16 sessions | Lee-Anne Michell |
| Soccer 4 th -5 th | 16 sessions | Mike Kline |
| Soccer 6 th -8 th | 16 sessions | Mike Kline |
| Intramural Variety | 32 sessions | Mike Kline |

12. Interim Business Administrator Earl Vassallo, beginning October 14, 2013 through June 30, 2014. Up to but not exceeding 3 days per week, at a per diem rate of \$500 a day. (Resume attached)
13. Ms. Lori Laundra, former Business Office payroll administrator, to work on an as needed hourly basis until the position is filled. The hourly rate will be \$35 per hour. Ms. Laundra will also work with new payroll person to ensure smooth transition.
14. Kathy Heintzelman as part-time custodian (7:00p.m.-11:00p.m) - \$12.75/hr, not to exceed 20 hrs/week.

ROLL CALL VOTE: 7 Aye 0 Nay 0 Abstain 2 Absent
Mrs. Adair
Mr. Wark

MOTION CARRIED

Mrs. Spaulding publicly thanked Ms. Augustine and Ms. Laundra for their years of service.

FINANCE

Motion by Ms. Panzarella seconded by Mrs. Davidson to approve items 1 through 10 on the recommendation of the Superintendent and School Business Administrator:

1. Transfers and Appropriation/Revenue Adjustments – July, 2013
Cash Report – July, 2013
Treasurer’s Report –
Board Secretary’s Report – July, 2013

2. Professional Development Workshops

| Name | Workshop/Conference | Date(s)/Time | Cost |
|---------------------|--|---|--------------------------------------|
| Sean McCarron | Anti-bullying Workshop | 10-21-13 8:30-3:30 pm | \$0 + mileage |
| Karen Feldman | Legal Issues for School Nurses | 10-23-13 4:30-7:45 pm | \$49.00 + mileage |
| Michelle DiMatties | Inter Cultural Competence Skills | 11-20-13 9:30-3:30 pm | \$105.00 + mileage |
| Diane Bergman | West Jersey Reading Council Daily 5 & Café | 10-23-13 4:00-8:00 pm | \$43.00 + mileage |
| Kristin Callahan | Post Traumatic Stress Management Training for School Responders | 11-11, 11-12 & 11-16-13 | \$235.00 + mileage |
| Erin Whitescarver | 31 st Annual Conference – Autism –NJ | 10-17-13 8:00-4:30 pm | \$275.00 + mileage |
| Jennifer Majewski | 31 st Annual Conference- Autism-NJ | 10-17-13 8:00-4:30 pm | \$275.00 + mileage |
| Jeannette Schiraldi | State School Aid (ASSA) training seminar | 10-02-13 10:00 | \$0 + mileage |
| Lori Hynes | State School Aid (ASSA) training seminar | 10-02-13 10:00 | \$0 + mileage |
| Joanne Augustine | State School Aid (ASSA) training seminar | 10-02-13 10:00 | \$0 + mileage |
| Pat Wilson | NJSBA Workshop 2013 | 10/22/13 10/23/13 | Cost covered by BHPR School District |
| Mark Iannucci | NJASA 16 th Annual New Superintendents’ Academy 6 sessions total plus NJASA Spring Conference | 10-9-13 11-14-13 12-19-13 1-22-14 2-20-14 4-30-14 8:00 am – 3:00 pm | \$1,550.00 + mileage |
| Mary Kay Grasso | Heinemann Teaching Reading in Small Groups | 11-19-13 8:00 am – 3:00 pm | \$189.00 + mileage |
| Kelly Carson | Heinemann Teaching Reading in Small Groups | 11-19-13 8:00 am – 3:00 pm | \$189.00 + mileage |
| Stephen Pili | Heinemann Teaching Reading in Small Groups | 11-19-13 8:00 – 3:00 pm | \$189.00 + mileage |

| | | | |
|-------------------------|---|--------------------------------------|------------------------|
| Carrie Ems | Heinemann Teaching Reading in Small Groups | 11-19-13 8:00-3:00 pm | \$189.00 + mileage |
| Barbara Fanz | Heinemann Teaching Reading in Small Groups | 11-19-13 8:00-3:00 pm | \$189.00 + mileage |
| Nancy Bada | Over 75 Quick "On the Spot Techniques for Children with Emotional & Behavior Problems" | 10-14-13 7:30-4:00 pm | \$ 189.00 + mileage |
| Elizabeth Armetta | Over 75 Quick "On the Spot Techniques for Children with Emotional & Behavior Problems" | 10-14-13 7:30-4:00 pm | \$189.00 + mileage |
| Sean McCarron | Coming Together To Raise Achievement in Writing | 10-09-13 9:30-3:00 pm | \$ 0 + mileage |
| Jade Yezzi | Coming Together To Raise Achievement in Writing | 10-09-13 9:30-3:00 pm | \$ 0 + mileage |
| Kevin Michell | West Jersey Reading Council - Daily 5 & Cafe | 10/23/13 4:00am-7:15pm | \$43.00 + mileage |
| Christina Ayusa | West Jersey Reading Council - Daily 5 & Café | 10/23/13 4:00am-7:15 pm | \$43.00 + mileage |
| Lindsey Lamonica | West Jersey Reading Council - Daily 5 & Café | 10/23/13 4:00am-7:15 pm | \$43.00 + mileage |
| Cathleen Summerfield | Strategies for Teaching Students with Visual Impairments | 10/17/13 9:00am-3:00pm | \$0 + mileage |
| James Winkelspecht | EIRC Charlotte Danielson Teacher Evaluation Workshop | 10/30/13 11/1/13 9:00am-3:00pm | \$249.00 + mileage |

3. Payment of Bills (Bills Lists attached)

| ACCOUNT PERIOD/BATCH # | TOTAL AMOUNT |
|------------------------------------|---------------|
| Bills List #1 – Payroll 07/15/13 | \$ 65,106.40 |
| Bills List #2 – Payroll 07/30/13 | \$ 73,225.46 |
| Bills List #3 – Payroll 08/15/13 | \$ 156,163.11 |
| Bills List #4 – Payroll 08/30/13 | \$ 68,004.70 |
| Bills List #5 - 09/25/13 Batch #72 | \$ 447,824.59 |
| Bills List #6 – 09/25/13 Batch #73 | \$171,742.00 |
| TOTAL | \$982,066.26 |

4. 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> |
|-------------------|------------------|----------------|--------------|
| 2810282421 | Bellmawr | Tuition-MD | \$ 18,658.00 |
| 2810282421 | Bellmawr | ESY | \$ 2,073.00 |

5. Approve the reimbursement of meals/incidentals and travel per School Policy and GSA guidelines for all Board Members, Superintendent, Business Administrator/Board Secretary, and Curriculum & Instruction Supervisor. Attending the NJSBA/NJASBO/NJASA Workshop in Atlantic City, NJ, October 22 to 24, 2013. Approval of attendance, hotel costs and mileage was approved at the June 27th and August 28th Board meetings. The cost of the hotel shall be reimbursed to the Board of Education should the reservation be cancelled after October 10, 2013.

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.

Hearing no comment, President Spaulding closed the public session.

Executive Session

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

Motion by Mrs. Davidson seconded by Mr. Buchheim 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 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 (set up negotiations meeting)
 - 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;
 - 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)
 - 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 meeting; (solicitor agreement)
 - 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 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: 7:29 pm

ALL IN FAVOR AYES CARRIED

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

ALL IN FAVOR AYES CARRIED

Time 8:10 pm

Board/Committee Meetings

Reminder:

Next regular BOE meeting date: October 16, 2013 (work session at 6:00pm)

Adjournment Motion by Ms. Panzarella seconded by Mrs. Smith to adjourn meeting at 8:11 pm

ALL IN FAVOR AYES CARRIED

Respectfully submitted,

Joanne Augustine
Board Secretary