

**BOARD OF EDUCATION  
RUNNEMEDE PUBLIC SCHOOL DISTRICT**

Mary Volz School Library

January 27, 2014

Minutes

**Mission Statement**

The mission of the Runnemede Public Schools is to provide a successful educational experience for all children. To this end, we expect all students to achieve the New Jersey Core Curriculum Content Standards (NJCCCS) at all grade levels and we will ensure the following:

- Demonstrably effective instructional programs that are aligned with the NJCCCS
- A safe, clean and healthy learning environment
- A motivated, committed, skilled staff who are highly qualified in their content areas
- Collaboration between school, parents and community
- Managerial and fiscal accountability

**Call Meeting to Order** – President Spaulding called the meeting to order at 7 P.M.

**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:**

|                  |                    |
|------------------|--------------------|
| Patricia Adair   | Angel Beebe        |
| Charles Buchheim | Naomi Davidson     |
| Amy Farry        | María Panzarella   |
| Patricia Smith   | Samantha Spaulding |
| Lynn Torrillo    |                    |

**Also Present:**

Mark Iannucci, Superintendent  
Earl Vassallo, Interim Business Administrator  
Sean McCarron, Ed.D Supervisor of Curriculum & Instruction  
Jade Yezzi, Principal – Bingham/Downing Schools  
Steve Pili, Principal – Mary Volz  
James Winkelspecht, Vice Principal  
Lori Hynes, Child Study Team Supervisor  
Butch Bruner, Supervisor of Buildings & Grounds

**Approval of Minutes**

A Motion was made by Maria Panzarella,seconded by Patricia Adair

That the Board of Education approve the minutes of the following meetings:

- 1. December 18, 2013 Regular Meeting
- 2. January 6, 2014 Reorganization meeting

ROLL CALL VOTE: 9(8 on December 18, 2013) Yes 0 No 1 Abstain 0 Absent  
(Amy Farry on 12/18/13)

**Financial Report – Period Ending November 30, 2013**

A motion was made by Angel Beebe seconded by Patricia Smith,

That the Board of Education approves the following resolution:

Board Secretary Financial and Revenue Reports:

The Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of November. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

The 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.

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.

  
\_\_\_\_\_  
Earl Vassallo, Interim Business Administrator

January 24,2014  
Date

ROLL CALL VOTE:  
9Yes 0No 0Abstain 0Absent

## Correspondence

Election/Budget Calendar 2014

### Recognition of Citizens - Public Comments on 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 one addressed the Board at this time.

### Secretary's Report

The Board Secretary's Report for the period December 14, 2013 thru January 23, 2014 was presented in the attached document.

### Superintendent's Report

The Superintendent Report was presented in the attached document.

### Reports

Curriculum & Instruction Supervisors Report - Attached

Principal's Reports - Attached

Fire and Security Drills to date were conducted as follows:

| SCHOOL  | TYPE OF DRILL   | DATES         |
|---------|-----------------|---------------|
| BINGHAM | Fire Drill      | Dec. 16, 2013 |
|         | Security Drill  | Dec. 11, 2013 |
| DOWNING | Fire Drill      | Dec. 18, 2013 |
|         | Security Drill  | Dec. 12, 2013 |
| VOLZ    | Fire Drill      | Dec. 19, 2013 |
|         | Emergency Drill | Dec. 11, 2013 |

It was requested that times be included on the drills chart.

Nurse's Report - Attached  
Buildings and Grounds Report - Attached  
Special Education Report - Attached

### Other Reports

PTA Report - It was reported that the date for the Founders Dinner is February 26, 2014. The Basket Auction has been moved to April 25, 2014.

### Committee Reports

Camden County Education Services Commission  
NJSBA Report – Pamphlets for new Board members  
Black Horse Pike  
Negotiations – Mediation session February 3, 2014.

### Old Business

A motion was made by Maria Panzararella, seconded by Lynn Torrillo, to approve the revised Board Meeting Schedule for the remainder of 2013-2014 and through December 2014. \* **NOTE:** December meeting date has been changed to December 17, 2014. Meetings will be held the third Wednesday of each month at 7:00 p.m. (6:00 PM Work Session) in the Mary Volz Library unless specified below:

|                    |                    |
|--------------------|--------------------|
| *January 27, 2014  | *February 24, 2014 |
| *March 24, 2014    | *April 28, 2014    |
| May 21, 2014       | June 18, 2014      |
| August 20, 2014    | September 17, 2014 |
| October 15, 2014   | November 19, 2014  |
| *December 17, 2014 |                    |

***MONDAYS UP TILL MAY. CHANGED BACK TO WEDNESDAY FOR THE REST OF THE YEAR***

ROLL CALL VOTE:    9Yes            0No            0Abstain            0Absent

### New Business

#### Property and Transportation

A motion was made by Charles Buchheim, seconded by Patricia Adair,

To approve the following on the recommendation of the Superintendent:

Facility Use

| Facility         | User          | Purpose       | Date                    | Time                   |
|------------------|---------------|---------------|-------------------------|------------------------|
| Volz All Purpose | Runnemede PTA | Annual Basket | 4/25/14<br>(originally) | 4:00pm – 6:00pm set-up |

Runnemede Board of Education

January 27, 2014

|                             |                 |  |                         |  |
|-----------------------------|-----------------|--|-------------------------|--|
| Room, Kitchen and Gymnasium |                 | Auction  | approved for 4/4/14)    | 6:00pm – 10:30pm event<br>10:30pm – 11:00pm<br>clean-up    |
| Volz APR                    | Student Council | Bingo 4 <sup>th</sup> & 5 <sup>th</sup> Grade<br>Dance 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup><br>Grades | 2/7/14                  | 2:15 PM – 3:30 PM<br>6:30PM – 8:30 PM                      |
| Volz Soccer Field           | RYAA            | Spring Soccer League   | 3/1/14<br>to<br>6/21/14 | 5:00pm – 8:00pm<br>Weekdays<br>9:00am – 3:00pm<br>Weekends |
|                             |                 |  |                         |  |

### Field Trips

| Location    | Purpose                                    | Date    | Students                                       | Advisor  |
|-------------|--|---------|--|--|
| Larc School | Learning activities with disabled students | 5/29/14 | 8 <sup>th</sup> gr. Men & Women of Distinction | Mrs. Jacqueline De Feo<br>Mr. Scott Marakovits |

### ROLL CALL VOTE:

8 Yes          0 No          1 Abstain          0 Absent

### Personnel

A motion was made by Patricia Smith, seconded by Naomi Davidson,

To approve the following on the recommendations of the Superintendent:

1. Shannon San Fillippo and Jamie Dutkin as Homebound Teachers
2. Melissa Schreyer & Rebecca Cochran as Substitute Teachers
3. Rebecca Giordano as District Accountant salary \$49,500
4. Michelle Devlin as Long –Term Substitute for 8<sup>th</sup> Grade Math beginning January 27, 2014
5. Tuition Reimbursement for 2013 – 2014 School Year:
  - a. Alex Taliaferro          Curriculum Leadership          \$1,251.00
  - b. Marissa Burpulis          Applied Test          \$2,000.00
  - c. Sean McCarron          Not-For& Government Acct.          \$1,000.00
  - d. Robin Clark          Collaboration for Successful  
Transition          \$1,765.00
  - e. Erin Whitescarver          Educational Assessment in  
Special Education          \$2,000.00

## Finance

A motion was made by Maris Panzarella, seconded by Patricia Adair,

To approve the following on the recommendations of the Superintendent and School Business Administrator to approve the following as attached, subject to verification of board member training:

Transfers and Appropriation/Revenue Adjustments – November 2013  
and December 2013  
Cash Report – November 2013  
Treasurer’s Report – none at this time  
Board Secretary’s Report – November 2013  
Receipt Report – November 2013

### Professional Development Workshops

| Name                       | Workshop/Conference  | Date(s)/Time                     | Cost                |
|----------------------------|--|----------------------------------|---------------------|
| Naomi Davidson             | Leadership Conference<br>Location: Princeton, NJ<br>Sponsor: NJSBA   | February 8, 2014<br>9 AM-4:00 PM | \$100.00<br>mileage |
| Lori Hynes                 | Visual Processing<br>Therapy<br>Location: Wilmington,<br>DE<br>Sponsor: PESI, Inc.   | March 10, 2014<br>7:30-4:00      | \$189.99<br>mileage |
| Robin Clark                | Professional<br>Development to Inspire<br>& Ignite Teachers’<br>Passion<br>Location: Clearview<br>Regional High School<br>Sponsor: EIRC              | March 7, 2014<br>7:30-3:00       | N/A<br>mileage      |
| Jade Yezzi &<br>Steve Pili | Monitoring &<br>Adjusting SGO’s,<br>Conducting SGO<br>Assessments & Sharing<br>SGP/s with Teachers<br>Location: Mullica Hill,<br>NJ<br>Sponsor: EIRC | January 25, 2014<br>1:00-3:00    | N/A<br>mileage      |

|                                 |  |                                   |                      |
|---------------------------------|--|-----------------------------------|----------------------|
| Karen Feldman                   | Psychiatric Disorders in Children<br>Location: Auletto Caterers, Almonesson, NJ<br>Sponsor: Inspira                                  | February 26, 2014<br>4:30-7:45 PM | \$49.00<br>mileage   |
| Lee-Anne Michell<br>Mary Helder | ELA-Ipad<br>And the ELA Common Core<br>Location: Mullica Hill, NJ<br>Sponsor: EIRC   | February 5, 2014<br>8:30-1:30     | \$139.00<br>mileage  |
| Lorraine Sirolli                | The Flipped Classroom<br>Location: Cherry Hill, NJ<br>Sponsor: BER   | February 18, 2014<br>8:30-3:15    | \$229.00<br>mileage  |
| Leslie Jenkins                  | Symposium for Speech-Language Specialists<br>Location: Glassboro, NJ<br>Sponsor: EIRC/Rowan Partnership                              | March 21, 2014<br>8:00 -3:00      | \$149.00<br>mileage  |
| Lori Hynes                      | Motivating the Unmotivated: Practical Strategies for Teaching the Hard to Reach Student<br>Location: Cherry Hill, NJ<br>Sponsor: BER | May 16, 2014<br>8:30-3:15         | \$229.00<br>mileage  |
| Victoria Kelly                  | CITW & Technology<br>Location: Mullica Hill, NJ<br>Sponsor: EIRC   | March 5, 2014<br>8:30-1:30        | \$ 139.00<br>mileage |
| Jen Majewski                    | iMath<br>Location: Mullica Hill, NJ<br>Sponsor: EIRC   | March 25, 2014<br>8:30-1:30       | \$139.00<br>mileage  |

|   |  |                                      |                          |
|---|--|--------------------------------------|--------------------------|
|   |  |                                      |                          |
| Charles Buchheim  | Delegate Assembly<br>Location: Princeton,<br>NJ<br>Sponsor: NJSBA  | May 17, 2014<br>TBA                  | 0<br>mileage             |
| Sean McCarron<br>James Winkelspecht<br>Nancy Bada<br>Kristin Callahan | NJ ASK District Test<br>Coordinator Training<br>Location: Mt. Laurel,<br>NJ<br>Sponsor: NJ ASK   | March 21, 2014<br>8:30-11:00         | 0<br>mileage             |
| Janet Toomey<br>Diane Bergman   | Practical Strategies for<br>Meeting the Rigorous<br>Common Core State<br>Standard for Writing<br>Grades K-2<br>Location: Cherry Hill<br>NJ<br>Sponsor: Bureau of<br>Education & Research | March 28, 2014<br>8:30-3:15          | \$229.00 each<br>mileage |
| Samantha Spaulding<br>Patricia Adair                                  | Governance II<br>Location: Harrison NJ<br>Sponsor: New Jersey<br>School Boards Assoc.  | February 26, 2014<br>7:00pm – 9:00pm | 0<br>mileage             |
| Lynn Torrillo<br>Patricia Smith<br>Angelina Beeba                     | Governance III<br>Location: Harrison NJ<br>Sponsor: New Jersey<br>School Boards Assoc.   | February 26, 2014<br>7:00pm – 9:00pm | 0<br>mileage             |
| Amy Farry<br>Naomi Davidson<br>Maria Panzarella                       | Governance IV<br>Location: Harrison NJ<br>Sponsor: New Jersey<br>School Boards Assoc.  | February 26, 2014<br>7:00pm – 9:00pm | 0<br>mileage             |
| Earl Vassallo<br>Sean Mc Carron<br>Rebecca Giordano                   | Fund Accounting Review<br>Location: Mays Landing<br>Sponsor: Systems 3000  | March 4, 2014<br>9:30am-1:30pm       | 0<br>mileage             |



|   |   |                                   |                          |
|---|---|-----------------------------------|--------------------------|
| Rebecca Giordano                                  | Payroll Quarterly Reports<br>Location: Mays Landing<br>Sponsor: Systems 3000  | March 17, 2014<br>9:30am-11:30am  | 0<br>mileage             |
| Anne Wilder                                       | Payroll Quarterly Reports<br>Location: Kingsway HS<br>Woolwich Township<br>Sponsor: Systems 3000                          | March 18, 2014<br>9:30am-11:30am  | 0<br>mileage             |
| Kathleen Malatesta<br>Alice Pollag<br>Anne Wilder | Fund Accounting Review<br>Location: Kingsway HS,<br>Woolwich Township<br>Sponsor: Systems 3000                            | April 1, 2014<br>9:30am-1:30pm    | 0<br>mileage             |
| Rebecca Giordano                                  | Human Resources/<br>Personnel Review<br>Location: Mays Landing<br>Sponsor: Systems 3000                                   | April 3, 2014<br>9:30am-1:30pm    | 0<br>mileage             |
| Patricia Wilson<br>Anne Wilder                    | Human<br>Resources/Personnel<br>Review<br>Location: Kingsway HS<br>Sponsor: Systems 3000                                  | April 7, 2014<br>9:30am-1:30pm    | 0<br>mileage             |
| Samantha Spaulding<br>Charles Buchheim            | Board President and Vice<br>President Conference<br>Location: Princeton NJ<br>Sponsor: New Jersey<br>School Boards Assoc. | February 8, 2014<br>9:00am-4:00pm | \$100.00 each<br>mileage |

Payment of Bills (Bills Lists attached)

| ACCOUNT PERIOD/BATCH #  | TOTAL AMOUNT          |
|-------------------------|-----------------------|
| Bills List #1 – Payroll | \$363,459.52          |
| Bills List #2 – Payroll | \$333,404.19          |
| Bills List #3 –         | \$150,568.02          |
| Bills List #4 -         | \$307,213.91          |
| Cafeteria               | \$27,441.80           |
|                         |                       |
| <b>TOTAL</b>            | <b>\$1,182,087.44</b> |

“Go Red” Fundraiser for Volz School

“Go Red Day” Fundraiser for Bingham School Staff Only

ROLL CALL VOTE: 9 Yes

0 No

0 Abstain

0 Absent

## Curriculum

A motion was made by Patricia Adair, seconded by Naomi Davidson,

To approve the following on the recommendation of the Superintendent:

HIB Report as submitted by Anti-Bullying Coordinator

Change in 2013 – 2014 Calendar:

Friday February 14<sup>th</sup> will be ½ day for student and ½ day Professional Development for Staff (Was full day Professional Development for staff)

Continue Homebound Instruction for Student #5725825236 through 1/30/14

Practicum Placements for following:

|                |              |         |
|----------------|--------------|---------|
| Amanda West    | Nancy Bada   | 50 Hrs. |
| Nicole Putnick | Samantha Eib |         |

Student Teacher Placement for following:

|                 |                   |
|-----------------|-------------------|
| Vicky Jensen    | Cathy Summerfield |
| Alissa Juliana  | Laura Seckinger   |
| Christine Clark | Mike Kline        |

ROLL CALL VOTE: 9 Yes      0 No      0 Abstain      0Absent

## 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.

Maria Panzarella, as a parent, complimented the staff for going over and above for the district.

## Executive Session - Personnel & Legal

A motion was made by Charles Buchheim, seconded by Lynn Torrillo, to adopt the following resolution:

### **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

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;

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 approximately one half hour 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.

ROLL CALL VOTE: 9 Yes                      0 No                      0 Abstain                      0 Absent

### **Return to Public Session**

A motion was made by Maria Panzarella, seconded by Patricia Adair and carried by unanimous voice vote to return to open session.

Time 8:08 P.M.

Reminder:

Next regular BOE meeting date: February 24, 2014 (work session at 6:00pm)

### **Adjournment**

A motion was made by Maria Panzarella, seconded by Lynn Torrillo and carried by unanimous voice vote to adjourn the meeting.

Time 8:09 P.M.

Respectfully submitted,



Earl J. Vassallo,  
Interim Business Administrator,  
Board Secretary