

**BOARD OF EDUCATION
RUNNEMEDE PUBLIC SCHOOL DISTRICT**

Mary Volz School Library
November 19, 2014
7:00 p.m. Regular Meeting

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 7:05 pm and read the Sunshine Law statement.

Pledge of Allegiance – The pledge of allegiance was recited by all members present

Roll Call:	Present		Absent
	Angel Beebe	Patricia Smith	Patricia Adair
	Charles Buchheim	Samantha Spaulding	Naomi Davidson
	Amy Farry	Lynn Torrillo	
	Maria Panzarella (left @ 7:20pm)		

Also Present:

Mark Iannucci, Superintendent
Sean McCarron, Business Administrator/ 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

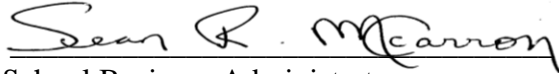
Approval of Minutes – A motion was made by Maria Panzarella and seconded by Lynn Torrillo to RECOMMEND that the Board of Education approve the minutes of the following meetings:

Work Session	October 15, 2014 (abstain – P. Smith / S. Spaulding)			
ROLL CALL VOTE:	5 Yes	0 No	2 Abstain	2 Absent
Regular Meeting	October 15, 2014 (abstain – P. Smith)			
ROLL CALL VOTE:	6 Yes	0 No	1 Abstain	2 Absent
Executive Session	October 15, 2014 (abstain – P. Smith)			
ROLL CALL VOTE:	6 Yes	0 No	1 Abstain	2 Absent

Financial Report – Period Ending October 2014 – A motion was made by Charles Buchheim and seconded by Amy Farry to 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 October. The Board Secretary certifies that no line item account has between over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.
- B. Treasurer’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of *October*. The Treasurer’s and Secretary’s report are in agreement for the month of *October* 2014.
- 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.



School Business Administrator

November 19, 2014

ROLL CALL VOTE: 7 Yes 0 No 0 Abstain 2 Absent

Presentations – No Presentations

Correspondence - Mr. Iannucci will contact Catherine Hornibrook (Ed. Foundation) regarding November 17th Letter.
Mrs. Spaulding discussed information presented by Mrs. Kelly (councilwoman) regarding Christmas Lighting and Parade on 11/30 at 6:00pm

Recognition of Citizens - Public Comments on Agenda Items Only – No comments

Secretary’s / Curriculum Report – Dr. McCarron gave his monthly report and thanked PTA for assistance with the Seth Franco Parent Event.

Superintendent’s Report – Mr. Iannucci gave his report, thanked staff for Red Ribbon Week, discussed November PD (Michelle Wendt, Barbara Epstein, Crisis Team, and CPR Training)

Principals’ Reports

Fire and Security Drills to date were conducted as follows:

SCHOOL	TYPE OF DRILL	DATES	DURATION
BINGHAM	Fire Drill	October 29, 2014	3 minutes
	Security Drill	October 23, 2014	5 minutes
DOWNING	Fire Drill	October 29, 2014	2 min. 15 sec.
	Security Drill	October 17, 2014	4 minutes
VOLZ	Security Drill	October 28, 2014	1 min. 3 sec.
	Fire Drill	November 11, 2014	2min. 57 sec.

Nurse's Report
Buildings and Grounds Report
Special Education Report

Other Reports

- NJSBA Report – Mr. Buchheim discussed Delegate Assembly he attended. He commended Mrs. Davidson for her great run as a candidate for the Finance Committee. Mr. Buchheim explained that three resolutions were passed. A presentation was given at the Gloucester / Camden County Meeting regarding Common Core, and a statistic was shared on the correlation between student attendance and proficiency on state assessments.

Maria Panzarella left meeting at 7:20 pm

New Business

PROPERTY & TRANSPORTATION – A motion was made by Patricia Smith and seconded by Charles Buchheim Approve the following on the recommendation of the Superintendent: 1-6 and 8-9

1. Facility Use

Facility	User	Purpose	Date	Time
Mary Volz Library	Academy in Manyunk	Wilson Reading Training	10-10-14 11-13-14 12-18-14 2-18-15 4-8-15 5-26-15	3:30pm - 5:30pm
Mary Volz Soccer Field	Flag Football Team	Intramural Flag Football	November 3, 4, 10, 12, 13, 14, 17, 18, 19, 20, 21, 24 December 1, 2, 3, 4, 5, 8, 10	2:20pm - 3:05pm
Mary Volz All Purpose Room	Runnemedede Boy Scout Troop 117	Leader Training	11-8-14 Date Change (original date: 11-15-14)	8:00am - 3:00pm
Mary Volz All Purpose Room	Runnemedede Girl Scouts	Annual Dinner/Show	3-11-15	4:00pm - 9:00pm

2. Field Trips

Location	Purpose	Date	Students	Advisor
Cinemark Movie Theater Somerdale, NJ	Mockingjay Movie	12-18-14	8 th Grade Volz Students	Lorraine Sirolli
Camden County Technical School Sicklerville, NJ (transportation and lunch will be provided by CCTS)	Tour of school	1-14-15	8 th Grade Volz Students	Nancy Bada
Pitman Broadway Theatre Pitman, NJ	Charlotte's Web Play	3-19-15	2 nd Grade Bingham & Downing Students	Janet Toomey Marisa Burpulis

Timbercreek Watershed Washington Twp., NJ	Investigate a watershed with Delaware Riverkeepers	4-1-15	Enrichment & Advisory Science Club and Gardening Club	Linda Schreiber Scott Marakovits
Camden County College Blackwood, NJ	Tour/meet with staff	4-10-15	Men and Women of Distinction	Jacqueline DeFeo Scott Marakovits
Adventure Aquarium Camden, NJ	Class Trip	4-21-15	5 th Grade Volz Students	Michael Ralston
Ronald McDonald House Camden, NJ	Volunteering for charity	4-22-15	Men and Women of Distinction	Jacqueline DeFeo Scott Marakovits
Richard Stockton College Galloway, NJ	Bay Atlantic Symphony Concert	5-5-15	4 th & 5th Grade Band /Chorus	Karen Kauffmann
Medieval Times Lyndhurst, NJ	Class Trip	5-7-15	6 th Grade Volz Students	Carrie Ems
Philadelphia Zoo Philadelphia, PA	Learn about animals	5-15-15	Preschool Bingham & Volz	Cathleen Summerfield Samantha Eib
Larc School Bellmawr, NJ	Volunteering with disabled students	5-15-15	Men and Women of Distinction	Jacqueline DeFeo Scott Marakovits
Campbell's Field Camden, NJ	Camden Riversharks Game	5-20-15	4 th Grade Volz Students	Melissa Lukacsy
Fernbrook Environmental Education Center Bordentown, NJ	Learn about CSA, ropes course, pond surveys, organic farming	5-28-15	7 th Grade Volz Students	Linda Schreiber
Bingham School Runnemede, NJ WALKING TRIP – NO TRANSPORTATION REQUIRED	Reading to elementary students	5-28-15	Men and Women of Distinction	Jacqueline DeFeo Scott Marakovits
Downing School Runnemede, NJ WALKING TRIP – NO TRANSPORTATION REQUIRED	Reading to elementary students	5-29-15	Men and Women of Distinction	Jacqueline DeFeo Scott Marakovits

3. McGough Transportation to transport Boys and Girls Basketball Teams to eight (8) away games (Magnolia, Runnemede - Triton Regional High School, Barrington, Stratford, Berlin, Brooklawn, Merchantville, Bellmawr) at a rate of \$325.00 per trip.
4. McGough Transportation to transport Bingham and Downing Third Graders to the Franklin Institute on 11-19-14. Three busses at a rate of \$200.00 per bus = \$600.00.
5. McGough Transportation to transport SID #5427746822 and SID #7783407512 from Stratford, NJ and Clementon, NJ to Aline Bingham School and Mary Volz School for the 2014-2015 school year at a rate of \$275.00 per day commencing 10-17-14.
6. First Student to transport Field Hockey Team to Gibbsboro and Berlin for playoff games at a rate of \$160.00 per bus x 2 trips = \$320.00.

8. Approve purchase of a 30 passenger school bus through Van Con (New Jersey Approved Cooperative Pricing System #65MCESCCPS – Item #7), not to exceed \$50,000 (Acct. # 12-000-270-733)
9. Approve the transfer of funds (budget amendment) from Fund 10 to Fund 30, with County Office Approval, to begin work on the following ROD Grants:

School	Project #	Amount
Bingham Elementary	4590-020-14-1001-G04	Local \$325,871 State \$412,879
Downing Elementary	4590-030-14-1002-G04	Local \$158,800 State \$201,200
Volz Elementary / Middle	4590-040-14-1003-G04	Local \$1,008,738 State \$1,278,074
TOTAL		Local \$1,493,409 State \$ 1,892,153 TOTAL \$3,385,562

ROLL CALL VOTE: 6 Yes 0 No 0 Abstain 3 Absent

A motion was made by Angel Beebe and seconded by Lynn Torrillo Approve the following on the recommendation of the Superintendent: Line Item #7

7. Approve the following Resolution to submit the Comprehensive Maintenance Plan:

Runnemede Board of Education Resolution for
Submission of the Comprehensive Maintenance Plan
For Years 2013-14, 2014-2015, and 2015-2016

Resolution #1114-01

WHEREAS, the Department of Education requires New Jersey School Districts to submit three year maintenance plans documenting “required” maintenance activities for each of its public school facilities; and
WHEREAS, the required maintenance activities as listed in the document for the various school facilities of the Runnemede Board of Education are consistent with these requirements; and
WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid;
NOW, THEREFORE, Be It Resolved that the Runnemede Board of Education hereby authorizes the School Business Administrator/Board Secretary to submit the Comprehensive Maintenance Plan for the Runnemede Board of Education in compliance with the Department of Education requirements.

ROLL CALL VOTE: 6 Yes 0 No 0 Abstain 3 Absent

PERSONNEL – A motion was made by Charles Buchheim and seconded by Amy Farry to Approve the following on the recommendation of the Superintendent:

1. Tyler Smith as Substitute Custodian
2. Joellen Carpino and Amanda Mazzone as Substitute Teachers
3. Maternity leave for Employee #414, anticipated leave begins January 14, 2015 and expected return is May 1, 2015
4. Dianna Bonyadi and Shayna Cohen as Substitute Teachers (Pending paperwork)
5. Maternity leave for Employee # 412, anticipated leave begins April 7, 2015 and expected return is June 1, 2015.
6. Maternity leave for Employee #411, anticipated leave begins March 16, 2015 and expected return September 2015
7. Carol Hinshillwood as lunch/recess aide at Bingham School (Pending paperwork) at \$10.00 per hour.
8. Approve the Runnemedede Municipal Alliance mini-grants to award current staff members with stipends for after-school activities.
9. Elaine Colton as volunteer with cheerleaders (Pending paperwork)
10. Cindy Bell as substitute custodian or playground aide (Pending paperwork)

ROLL CALL VOTE: 6 Yes 0 No 0 Abstain 3 Absent

FINANCE – A motion was made by Patricia Smith and seconded by Angel Beebe to Approve the following on the recommendation of the Superintendent and School Business Administrator to approve the following as attached:

1. Transfers and Appropriation/Revenue Adjustments – October
Cash Report – October
Receipt Report - October
Treasurer’s Report – October
Board Secretary’s Report – October

2. Professional Development Workshops

Name	Workshop/Conference	Date(s)/Time	Cost
Lorraine Sirolli	The New Units of Study in Argument, Information & Narrative Writing Sponsor: Heinemann Location: Hilton Philadelphia Philadelphia, PA	11-19-14 8:30am – 3:00pm	\$239.00 mileage
Stephen Pili	Professional Learning Communities Sponsor: EIRC Location: Mullica Hill, NJ	11-21-14 9:00am - 12:00pm	0 mileage
Jennifer Karaska	Motivating the Unmotivated Sponsor: Bureau of Education and Research Location: Mansion on Main Street	12-8-14 8:30am – 3:15pm	\$229.00 mileage

	Voorhees, NJ		
Kathleen Marchiano	Strategies for Helping Kindergartners Meet the Common Core State Standards Sponsor: Bureau of Education and Research Location: Mansion on Main Street Voorhees, NJ	1-9-15 8:30am – 3:15pm	\$235.00 mileage

3. Payment of Bills (Bills Lists attached)

ACCOUNT PERIOD/BATCH #	TOTAL AMOUNT
Bills List #1 – Payroll 10/15/14	\$ 350,971.48
Bills List #2 – Payroll 10/30/14	\$ 353,515.35
Bills List #3 – A/P 11/19/14 - Batch #68	\$414,523.00
Bills List #4 - A/P 11/19/14 - Batch #69	\$11,746.39
Bills List #5 – October SNEARS/Bank Fees	\$24,915.49
Bills List #6 – October Bills’ List Addendum	\$595.00
Cafeteria – Batch # 67	\$15,360.14
TOTAL	\$1,171,626.85

4. Agreement with Education, Inc. to provide bedside instruction at Kennedy University Hospital (Cherry Hill) for SID #7319826920 at a rate of \$38/hour with an additional 33% billed for administrative/prep time cost commencing 10-23-14.
5. Agreement for professional services with Gloucester County Special Services School District through the Center for Regional Education Support Services – CRESS for SID #4136071845 for the 2014-2015 school year.
6. Systems 3000 Visual Accounting, Payroll and Personnel professional services/support and license bi-annual payment at a rate of \$8,733.00 for the second half of the 2014-2015 school year.
7. Kingdom Charter School of Leadership tuition, as directed by State notice, for SID#3270323232 for the 2014-2015 school year in the amount of \$9,070.00.
8. Contract with Academy in Manyunk to provide Wilson Reading Training for one start up day and five group seminars. Certifications will be received after completion of training.
9. Tuition contract with Somerdale Park Board of Education (sending district) for SID#3476789380 from October 17, 2014 through November 4, 2014.
10. Contract with Quality Landscaping, Inc. to provide snow removal and rock salt application services on an as needed basis for the 2014-2015 school year.

ROLL CALL VOTE: 6 Yes 0 No 0 Abstain 3 Absent

CURRICULUM – A motion was made by Angel Beebe and seconded by Lynn Torrillo to Approve the following on the recommendation of the Superintendent:

1. HIB report as submitted by District Anti-Bullying Coordinator

2. Four weeks of Homebound Instruction beginning 10/20/2014 for student #8519707077
3. Homebound Instruction beginning on 10/27/2014 for student # 2330996740
4. Practicum placement for Gerald Patrick, (Melissa Lukascy) Nicholas Cacio, (Lori Carroll-Kline) January 2015 thru May 2015
5. Student Teacher Amanda Mazzone with Cheryl Fisher, Jessica Van Ostenbridge, (Marisa Burpulis), Brittini Van Ostenbridge (Tracey Hummel) January 2015 thru May 2015; Harry Lobby (Mike Martin)
6. Approve the creation and development of online summer program for students going into 5th through 8th grade – see attached outline
7. 2015 – 2016 School Choice Information submitted to NJ DOE

ROLL CALL VOTE: 6 Yes 0 No 0 Abstain 3 Absent

POLICIES/PUBLIC RELATIONS A motion was made by Lynn Torrillo and seconded by Patricia Smith to Approve the following on the recommendation of the Superintendent:

1. Downing School Pasta for Pennies fundraiser with Olive Garden for Leukemia and Lymphoma Society November 3rd thru November 25th.
1. Turkey Trot and Walk for Volz Student Council on November 26, 2014 all proceeds benefit the Holiday Committee
2. Holiday Committee “Denim Day” fundraiser on Friday December 5, 2014
3. Nursing Services Plan for the 2014 – 2015 School Year
4. Policies for Second Reading:
 - Policy #1522 School-level Planning
 - Policy #5305 Health Services Personnel
 - Policy #5306 Health Service to Nonpublic Schools
 - Policy #5308 Student Health Records
 - Policy #5310 Health Services
 - Policy #5339 Screening for Dyslexia
 - Policy #5530 Substance Abuse
 - Policy #5600 Student Discipline/Code of conduct
 - Policy #5756 Transgender Students
 - Policy #8505 Wellness Policy/Nutrient Standards for Meals and Other Foods
 - Regulation #5306 Health Services to Nonpublic Schools
 - Regulation #5308 Student Health Records
 - Regulation # 5310 Health Services

Regulation #5530 Substance Abuse
Regulation #5600 Student Discipline/Code of Conduct

- 5. "Hands-On-Holiday Hour" after school craft & story with Mrs. Karpiak and Mrs. Greenwood

ROLL CALL VOTE: 6 Yes 0 No 0 Abstain 3 Absent

Recognition of Citizens and Staff – non-agenda items

Ms. Kelly (councilwoman / 161 Forrest Avenue, Runnemede) asked a question concerning the purchase of the school bus, asked Mr. Buchheim a question about NJSBA pass rate for resolutions that actually are approved, and thanked Lynn Torrillo and Patricia Smith for their years of service to the Runnemede School District.

Executive Session - student, personnel, legal, or contractual matters – A motion was made by Charles Buchheim and seconded by Amy Farry to enter executive session. President Spaulding read the 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):

X 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 **(Student Matter)**

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 in 30 minutes 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: 6 Yes 0 No 0 Abstain 3 Absent

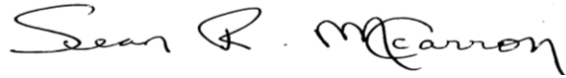
Return to Public Session A motion was made by Lynn Torrillo and seconded by Patricia Smith at 8:07pm

Board/Committee Meetings

Next regular BOE meeting date: December 17, 2014 (work session at 6:00pm)

Adjournment – A motion was made by Lynn Torrillo and seconded by Angel Beebe to adjourn meeting at 8:07 pm

Respectfully Submitted,

A handwritten signature in black ink that reads "Sean R. McCarron". The signature is written in a cursive style with a large, stylized initial 'S'.

Sean R. McCarron, Ed.D.
School Business Administrator / Board Secretary