

**BOARD OF EDUCATION
RUNNEMEDE PUBLIC SCHOOL DISTRICT**

Mary Volz School Library

May 27, 2015

7:00 p.m. Regular Meeting

MINUTES

This mission of the Runnemede Public School 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 – The meeting was called to order by President Spaulding at 7:09pm.

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 pledge of allegiance was recited by all members present.

Roll Call:

Present

Patricia Adair
Angel Beebe
Amy Farry
Maria Panzarella

Arlene Anderson
Charles Buchheim
Joseph Impagliazzo
Samantha Spaulding

Absent

Naomi Davidson

Also Present: Mark Iannucci, Superintendent
Sean McCarron, Business Administrator / Supervisor of C&I
Jade Yezzi, Principal – Bingham / Downing Schools
Steve Pili, Principal – Mary Volz School
James Winkelspecht, Vice Principal
Lori Hynes, Child Study Team Supervisor

Approval of Minutes – A motion was made by Charles Buchheim and seconded by Amy Farry to

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

1. Work Session - *April 29, 2015*
2. Regular Meeting - *April 29, 2015*
3. Executive Session - *April 29, 2015*

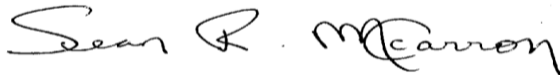
ROLL CALL VOTE: 7 Yes 0 No 1 Abstain 1 Absent

M. Panzarella

Financial Report – Period Ending April 2015- A motion was made by Patricia Adair and seconded by Joseph Impagliazzo 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 *April*. 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 *April*. The Treasurer’s and Secretary’s report are in agreement for the month of *April* 2015.
- 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.



Business Administrator

May 27, 2015

Date

ROLL CALL VOTE: 8 Yes 0 No 0 Abstain 1 Absent

Presentations – 7:00 Youth, Mayor and Council – Mr. Winkelspecht presented Emily, an 8th grade student, who participated in the activities for the week. Ms.

Kelly also spoke stating what a great week it was and how fantastic all of the students were.

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

Secretary / Curriculum Report – Dr. McCarron discussed contracts, Read 180, envisions, and the Chrome Book Summer Camp

Superintendent’s Report – Mr. Iannucci discussed the end of the year and student enrollment.

Principals’ Reports

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

SCHOOL	TYPE OF DRILL	DATES	DURATION
BINGHAM	Fire Drill	April 15, 2015	4 minutes
	Security Drill	April 17, 2015	5 minutes
DOWNING	Fire Drill	April 22, 2015	2 minutes
	Security Drill	April 14, 2015	5 minutes
VOLZ	Fire Drill	April 27, 2015	3 minutes 15 seconds
	Emergency Drill	April 29, 2015	3 minutes 46 seconds

B. Nurse’s Report

C. Buildings and Grounds Report

D. Special Education Report

Other Reports

A. PTA Report – Ms. Moore thanked everyone for a great year. She also stated the great trips students were able to go on (highlighting the Medieval Times Trip taken by the 6th grade students)

B. Committee Reports

- Camden County Educational Services Commission- Ms. Spaulding will be attending a meeting where she will be phone conferencing in to vote on the topic.
- NJSBA Report – Mr. Buchheim discussed a meeting attended by him and Patricia Adair.
- Black Horse Pike Regional School District – No report at this time
- Negotiations - No report at this time

New Business

PROPERTY & TRANSPORTATION – A motion was made by Maria Panzarella and seconded by Patricia Adair to approve the following on the recommendation of the Superintendent:

1. Facility Use

FACILITY	USER	PURPOSE	DATE	TIME
Mary Volz APR, Kitchen and Library	PTA	8 th Grade Dance & Decorating	6-5-15 (decorating) 6-6-15 (decorating) 6-7-15 (last minute preparation and dance)	3:00pm - 12:00am 9:00am – 12:00am 12:00pm – 11:00pm

2. Field Trips

Location	Purpose	Date	Students	Advisor	Transportation
Mary Volz School	New 15/16 4 th graders Visit/Observe Volz	6-2-15	Bingham and Downing 3 rd grade students	Kristin Callahan Lindsay Lamonica Jamie Dutkin Lee-Anne Michell Laura Seckinger	Walking trip - students will have a police escort and crossing guards at 3 rd Ave/ Black Horse Pike, 3 rd Ave/ Orchard Ave, & 3 rd Ave/Hirsch
Aline Bingham School	Students meet their Pen Pals	6-3-15	Bingham and Downing 1 st grade students	Theresa Grassi Kari Passarella	Downing 1 st grade students and teachers will walk to Bingham School. A crossing guard will be present at the corner of 3 rd Avenue & Black Horse Pike

- T & L Transportation for ESY 2015 student transport. Two busses @ \$230 each = \$460 per day from 06/22/2015 – 07/23/2015.
- First Student for renewal of our 2015 – 2016 Transportation Routes at a CPI increase of 1.34%

ROLL CALL VOTE: 8 Yes 0 No 0 Abstain 1 Absent

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

- Accept with regret the resignation of Jim Winkelspecht Assistant Principal
- Accept with regret the resignation of Lori Hynes Supervisor CST
- Accept with regret the resignation of Devon McDevitt Speech Pathologist
- Evan Fisher as a Substitute Custodian (pending paperwork)
- Tyler Smith as a Part-time Custodian at \$10.00 per hr. (*After Executive Session, Ms. Spaulding announced that #5 under Personnel reported an incorrect wage and that it would be in accordance with Board of Education approved guides.*)
- Teresa Grassi to move from Masters Step 4 (\$52,901) to Masters +30 (\$54,301) beginning September 2015

7. Mary Ralston to move from Bachelors Step 10 (\$60,733.00) to Bachelors +15 (\$61,833.00) beginning September 2015
8. Approve the following Support Staff for the 2015 – 2016 School Year at the rate on previous approved Salary Scale:

Name	Title	Step
Russell Brown	Custodian	6
Kathy Heintzelman	Custodian	2
Frank Koch	Custodian	17
Betty Koskinas	Custodian	14
John Leppert	Custodian	13
Joann Mannion	Custodian	8
William Powers	Maintenance	4
Alex Rost	Custodian	1
Peggy Di Mattesa	Confidential Secretary	7
Becky Giordano	Accountant	OG
Kathy Malatesta	Confidential Secretary	15
Annette Marker	Confidential Secretary	18
Alice Pollag	Confidential Secretary	2 (0.8 FTE)
Sue Rost	Confidential Secretary	3
Patt Sweeney	Confidential Secretary	11
Kelly Verbitski	Secretary (Hourly)	3 rd yr.
Anne Wilder	Payroll/Benefits	OG
Pat Wilson	Exe. Assistant to Superintendent	OG
Dan Laluk	Tech. Assistant (Hourly)	4 th yr.
Dominique Dockery	Copy Clerk (Hourly)	2 nd yr.

9. Ruby Jewell as Food Service Manager for 2015 – 2016 School Year at an hourly rate of \$13.75, not to exceed 35 hours per week
10. Mindy Otero as CPI Trainer for the Runnemedede School District for the 2015 – 2016 School Year – rate for training and preparation in accordance with REA Contract
11. Jeanette Schiraldi as Technology Coordinator for 2015 – 2016 school year for \$78,199.35
12. Anne Monico as Art Teacher for Bingham and Downing School (pending certification and fingerprinting) at Step 2 BA \$49,645
13. Approve the following Cafeteria and Playground Aides for the 2015 – 2016 school year at the rate on previous approved Salary Scale:

Name	School	Position	Year
Teresa Friel	TBD	Food Service - Employee	4
Carol Hinshillwood	TBD	Playground/Café Aide	2
Theresa Fortuna	TBD	Playground / Café Aide	4
Katherine Halwood	TBD	Playground / Café Aide	3
Dorothy Harkinson	TBD	Playground / Café Aide	16
Kathleen Zdanowski	TBD	Food Service - Employee	23
Anna Gurchick	TBD	Playground/Café Aide	13
Sharon Condora	TBD	Playground / Café Aide	9
Doris Knause	TBD	Playground / Café Aide	13
Kathleen Marino	TBD	Playground / Café Aide	13
Madelyn Sullivan	TBD	Playground / Café Aide	5
Lisa Busillo	TBD	Food Service - Employee	15
Dana D'Ilario	TBD	Playground / Café Aide	4
Hope Catarro	TBD	Playground / Café Aide	3
Maryann Holshue	TBD	Playground / Café Aide	9
Loretta Nolan	TBD	Truck/ Playground / Café Aide	20

14. Approve Stephen Bonora for Chromebook Summer Prep at \$30/hour (based on REA agreement) not to exceed 40 hours from June 22, 2015 - August 31, 2015.
15. Approve the following staff members for Chromebook Online Summer Program Facilitation at \$38/hour (based on REA agreement), not to exceed 2 hours per week from June 22, 2015 through August 31, 2015:

1. Linda Schreiber
2. Mike Ralston
3. Jeneane DeJohn
4. Regina Ritchie
5. Marisa Burpulis
6. Mary Moore
7. Christine Duffield
8. Erin Whitescarver
9. Stephen Bonora

Alternates (based on student participation):

1. Jaime Dutkin
2. Shannon Griffiths
3. Jennifer Karaska

4.Lee-Anne Michell

16. Approve the following staff members to work on the 6-8 Science Curriculum (utilizing NGSS) at \$30/hour (based on REA Agreement) not to exceed 20 hours from June 22, 2015 through August 31, 2015:

1. Scott Marakovits
2. Linda Schreiber

17. Approve the following Instructional Aides for the 2015 – 2016 School Year at the rate on previous approve Salary Guides:

Name	Job Title	Step
Betteridge, Michelle	Instructional Aide	5
Bollendorf, Meghan	Instructional Aide	2
Carroll, Julie	Instructional Aide	1
Cristella, Dolores	Instructional Aide	20
Defeo, Annemarie	Instructional Aide	3
Dockery, Debra	Instructional Aide	11
Duffy, Maureen	Instructional Aide	1
Foglietta, Andrea	Instructional Aide	1
Hopkins, Marie	Instructional Aide	20
Joyce, Danel	Instructional Aide	1
Kiewel, Helen	Instructional Aide	20
Preston, Melissa	Instructional Aide	5
Sheehan, Eileen	Instructional Aide	11
Stone, Cindy	Instructional Aide	10
Wallen, Susan	Instructional Aide	8
White, Robyn	Instructional Aide	4
Zanghi, Christine	Instructional Aide	6

**School assignment will be given in August based on school & student needs*

18. Approve Summer Hours for the following CST Members

- Michelle DiMatties @ \$354.23 per day (not to exceed 13 days)
 Elizabeth Armetta @ \$286.73 per day (not to exceed 13 days)
 Devon McDevitt @ \$279.16 per day (not to exceed 13 days)

19. Approve Kevin Michell and Dana Rasmussen as Instructional Aides for the ESY Summer program at a rate of \$16 / hour.

20. Approve all current certificated staff members and instructional aides as substitutes for the ESY and Title 1 summer program, to be used on an as needed basis.

ROLL CALL VOTE: 8 Yes 0 No 0 Abstain 1 Absent

FINANCE – A motion was made by Maria Panzarella and seconded by Joseph Impagliazzo 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 – *April*
 Cash Report – *April*
 Receipt Report – *April*
 Treasurer’s Report – *April*
 Board Secretary’s Report – *April*

2. Professional Development Workshops

NAME	WORKSHOP/CONFERENCE	DATE(S)/TIME	COST
Patricia Adair (Originally approved 4-29-15. Mrs. Adair will replace Mrs. Davidson who is unable to attend)	iSTEM Field Trip to NASA Goddard Space & Flight Ctr. Sponsor: NJSBA Location: Maryland	5-29-15 10:00am - 6:00pm	\$50.00 Mileage
Mark Iannucci Sean McCarron Patricia Adair Arlene Anderson Angel Beebe Charles Buchheim Naomi Davidson Amy Farry Joseph Impagliazzo Maria Panzarella Samantha Spaulding	NJSBA 2015 Conference Sponsor: New Jersey Schools Boards Association Location: Tropicana Casino and Resort, Atlantic City, NJ	10-27-15 10-28-15 10-29-15	\$1,300.00 Group Rate for Conference \$2,134.00 for lodging Mileage

3. Payment of Bills (Bills Lists attached)

ACCOUNT PERIOD/BATCH #	TOTAL AMOUNT
Bills List #1 – Payroll 04/15/15	\$ 355,589.21
Bills List #2 – Payroll 04/30/15	\$ 354,532.23
Bills List #3 – Batch #68	\$300,310.05
Bills List #4 – Batch #60	\$41,171.25
Bills List #5 - Batch #80	\$233,416.90
Cafeteria – Batch #69	\$7,354.00
TOTAL	\$1,292,373.64

4. Gloucester County Special Services School District, CRESS/Autism Services Proposal 2014-2015 to provide Educational Consultation Services (Behavior) for SID #2452570608.

5. Accept the Audit Engagement Letter – Single Audit from Nightlinger, Colavita & Volpa to provide services to the Runnemede Board of Education for the period ended June 30, 2015.
6. Contract with Quality Landscaping Inc. to provide snow removal services on an “as needed” basis for the 2015-2016 school year.
7. Contract with Strauss Esmay Associates, LLP to provide policy alert and support service, *DistrictOnLine* and *PublicAccessOnline* for the 2015-2016 school year.
8. Pest Elimination Agreement with Western Pest Services for the 2015-2016 school year.
9. Contract for Barbara Epstein as Educational Consultant to provide instructional support for “at risk” students and consultation and teacher professional development for the 2015-2016 school year. The contract amount is not to exceed \$70.00 per hour and 21 hours per week, funded by NCLB Title 1A, Title IIA and local funds.
10. Tab Shredding, Inc. to destroy confidential material for the 2015-2016 school year.
11. Contract with Pitney Bowes for postage meter rental (fifth year of a 5 year contract, expiration June 30, 2016).
12. Submit a tuition reimbursement application to the NJDOE for homeless student (out of State – last permanent address Massachusetts) SID #2855872060.
13. Appoint Brown & Brown Benefit Advisors to be named as Insurance Broker (health benefits) for the 2015-2016 school year.
14. Maxim Healthcare Services to provide substitute nursing services for the 2015-2016 school year.
15. Service Agreement with Waste Management to provide waste and recycle removal for the 2015-2016 school year.
16. Shared service agreement with SJTP for the following 2015-2016 ROD Grant projects:

- Bingham School – Project # 4590-020-14-1001 Masonry restoration, exterior door & window replacement
 - Downing School – Project # 4590-030-14-1002 Exterior Closure/Structure
 - Mary Volz School – Project # 4590-040-14-1003 Exterior Closure/Structure
- At a cost not to exceed \$3,385,562.00. All work will begin pending receipt of executed grant agreements.

ROLL CALL VOTE: 8 Yes 0 No 0 Abstain 1 Absent

CURRICULUM - A motion was made by Maria Panzarella and seconded by Angel Beebe to Approve the following on the recommendation of the Superintendent:

1. Homebound Instruction from May 18th through June 2nd for student #2452570608
2. Homebound Instruction for 1 week (pending clearance to return to school) for student #1682234608
3. Course Approval EDA -534 “*Educational Administration Foundation and Framework*”, EDA-575 “*Educational Leadership in a Changing World*” for Mary Moore for Spring 2015
4. Practicum placement for 2015 – 2016 School Year: Susan Leonchuck, Volz School
5. Student Teacher Placement for 2015 – 2016 School Year: Stephanie Miller (First Grade) , Frank Auletto (Second Grade Bingham/Special Education) Michelle Prendergast (Second Grade), Steven Thomas (Fourth Grade); all for Fall Semester
6. HIB Report as submitted by the District Anti-Bullying Coordinator

ROLL CALL VOTE: 8 Yes 0 No 0 Abstain 1 Absent

Recognition of Citizens and Staff – non-agenda items

1. Mr. Pili spoke to thank the Board of Education and the Runnemedede Police Department for supporting the 5th grade DARE Graduation and events.
2. Councilwoman Eleanor Kelly commented on how well Youth Mayor, and Council went and the students did a great job with their reports. She commended all involved with the Spring

Concert on what a great job they did in their performance. She also commended Officer Burns for really organizing the DARE Graduation.

Executive Session - student, personnel, legal, or contractual matters – A motion was made by Charles Buchheim and seconded by Patricia Adair to go into Executive Session at 7:35 pm. President Spaulding read the resolution aloud.

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 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; **(Review of RFQ - School Solicitor)**
- 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; **(Personnel Matters)**

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 8:05 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.

Return to Public Session – A motion was made by Maria Panzarella and seconded by Patricia Adair to return to Public Session at 8:25pm.

Additional Actions from Executive Session:

A motion was placed on the table by Ms. Spaulding to approve Adams, Gutierrez, and Lattiboudere as the School Solicitor for the 2015 – 2016 school year. The motion was made by Charles Buchheim and seconded by Patricia Adair to approve.

ROLL CALL VOTE: 8 Yes 0 No 0 Abstain 1 Absent

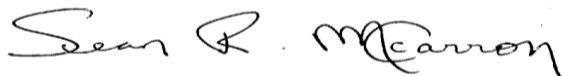
Board/Committee Meetings

Reminder:

Next regular BOE meeting date: June 24, 2015 (work session at 6:00pm)

Adjournment or Recess – A motion was made by Maria Panzarella and seconded by Joseph Impagliazzo to adjourn the meeting at 8:25 pm.

Respectfully Submitted,



Sean R. McCarron, Ed.D.

