

**BOARD OF EDUCATION
RUNNEMEDE PUBLIC SCHOOL DISTRICT**

Mary Volz School Library
June 24, 2015

*6:00 p.m. Work Session
Executive Session immediately following Work Session
Regular Meeting not to begin sooner than 7:00 p.m.*

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 – Mr. Buchheim called the meeting to order at 6:38 pm once we had a quorum present. Due to the change in schedule and need for executive session prior to the regular meeting, an official work session was not held.

Pledge of Allegiance – All present stood for the pledge of allegiance

Roll Call:

Patricia Adair Charles Buchheim
Angel Beebe Naomi Davidson
Joseph Impagliazzo Maria Panzarella (6:41 pm)

Absent:

Arlene Anderson
Amy Farry
Samantha Spaulding

Also Present:

Mark Iannucci, Superintendent
Sean McCarron, Business Administrator / Supervisor of Curriculum & Instruction
Steve Pili, Principal – Mary Volz
James Winkelspecht, Vice Principal
Butch Bruner, Supervisor of Facilities and Maintenance

Work Session – Work session was not held due to not having a quorum.

Executive Session – A motion was made by Naomi Davidson and seconded by Patricia Adair to enter executive session at 6:45 pm.

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 Insurance)**
- 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; **(Supt. Evaluation, Personnel)**

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.

MAJORITY VOTE: 6 Yes 0 No 0 Abstain 3 Absent

Return to Public Session – A motion was made by Maria Panzarella and seconded by Naomi Davidson to return to open session at 7:28 pm.

Approval of Minutes - A motion was made by Patricia Adair and seconded by Maria Panzarella to **RECOMMEND** that the Board of Education approve the minutes of the following meetings:

1. Work Session – *May 27, 2015*
2. Regular Meeting – *May 27, 2015*
3. Executive Session – *May 27, 2015*

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

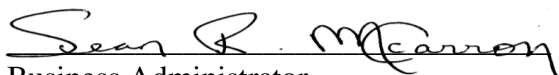
Financial Report – Period Ending May 2015 – A motion was made by Maria Panzarella and seconded by Angel Beebe to **RECOMMEND** that the Board of Education approve the following resolution:

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 *May*. 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 *May*. The Treasurer's and Secretary's report are in agreement for the month of *May* 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

June 24, 2015

Date

ROLL CALL 6 Yes 0 No

0 Abstain 3 Absent

VOTE:

Presentations – *None*

Correspondence – *None*

Recognition of Citizens - Public Comments on Agenda Items Only - *None*

Secretary / Curriculum Report – Dr. McCarron reviewed upcoming project and curriculum initiatives within the district.

Superintendent's Report – Mr. Iannucci discussed upcoming project and effects on ESY / Title 1 summer programs. Mr. Iannucci also discussed storm damage to the Volz Gymnasium Roof.

Principals' Reports

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

| SCHOOL | TYPE OF DRILL | DATES | DURATION |
|---------|-----------------|--------------|----------------------|
| BINGHAM | Emergency Drill | May 14, 2015 | 3 minutes 4 seconds |
| | Fire Drill | May 19, 2015 | 2 minutes |
| DOWNING | Emergency Drill | May 14, 2015 | 4 minutes 15 seconds |
| | Fire Drill | May 19, 2015 | 2 minutes 5 seconds |
| VOLZ | Fire Drill | May 26, 2015 | 3 minutes 45 seconds |
| | Emergency Drill | May 29, 2015 | 3 minutes 30 seconds |

- B. Nurse's Report
- C. Buildings and Grounds Report
- D. Special Education Report

Other Reports

PTA Report

Committee Reports

Camden County Educational Services Commission
NJSBA Report
Black Horse Pike Regional School District
Negotiations

Unfinished Business - None**New Business**

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

1. Facility Use

| FACILITY | USER | PURPOSE | DATE | TIME |
|--|-------------------------|------------------------------|--------------------------|--|
| Aline Bingham All Purpose Room Art Room Computer Lab Library Field/Playground | Borough of Runnemede | Summer Recreation Program | 6-22-15 to 7-31-15 | 12:00 pm – 4:00 pm |
| Mary Volz Gymnasium and All Purpose Room | RYAA | Basketball | 11-1-15 to 4-1-16 | 6:00 pm – 9:00 pm |
| Mary Volz All Purpose Room | St. Teresa School | Basketball | 11-5-15 to 2-25-16 | 6:30 pm - 8:30 pm (Thursday evenings) |
| Mary Volz All Purpose Room and 6 classrooms | Boy Scout Troop 117 | Leader training | 11-14-15 | 8:00 am – 3:00 pm |

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

PERSONNEL – A motion was made by Naomi Davidson and seconded by Patricia Adair to approve the following on the recommendation of the Superintendent:

1. Approve the following Federally Funded Salaries:
NCLB Title IA – Acct. #20-231-100-101-AD

| | | |
|--------------|---------------------|-------------|
| Barbara Fanz | 50% of 15-16 salary | \$42,131.50 |
| Mary Moore | 50% of 15-16 salary | \$30,366.50 |
2. Accept with regret the letter of resignation from Butch Bruner
3. Approve Frank Hines as Supervisor of Maintenance at \$59,500.00 pro-rated (Pending Paperwork) beginning July 15, 2015
4. Approve the Superintendent’s Evaluation for the 2014 – 2015 School Year
5. Approve Elaine Colton as a Substitute Playground/Cafeteria Aide
6. Teresa Nicoletto as Speech Language Pathologist (Pending Paperwork) at 2nd Step Masters @\$1,645.00 beginning September 1st
7. Accept with regret the resignation of Hope Catarro Playground/Cafeteria Aide

8. Maternity leave for employee #416 beginning October 16th through the remainder of the school year. (as per REA Agreement)
9. Maternity leave for employee #688 beginning October 5, 2015 and returning January 25, 2016. (as per REA Agreement)
10. Jean-Philippe Silva as Assistant Principal 10 months and 15 days at a salary of \$75,000.00 (Pending Paperwork)
11. Maternity leave for employee # 54 beginning December 24, 2015 and returning April 25, 2016. (as per REA Agreement)

12. Transfer of staff:

| TEACHER | FROM | TO |
|-----------------------|---------------------------|---------------------------------------|
| Jill Hamer | Bingham Kindergarten | Downing Kindergarten |
| Mary Helder | Bingham – Inclusion | Downing Second Grade |
| LeeAnne Michell | Volz Self-Contained RR | Bingham Self –Contained RR |
| Erin Whitescarver | Bingham Self-Contained RR | Volz Self-Contained RR |
| Teresa Grassi | Downing First-Grade | Bingham First Grade Inclusion Teacher |
| Janine Vena | Downing Second Grade | Bingham Kindergarten Inclusion |
| Erica Tait | Bingham Kindergarten | Downing First Grade |
| Christine Vonderstuck | | Volz Fifth Grade |

13. Pre-School 4 moving to Volz School

14. Patricia Rizzi as Bus Driver/Food Service/Maintenance at \$17.00 not to exceed 7.5 hrs. per day (Pending paperwork)

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

FINANCE – A motion was made by Maria Panzarella and seconded by Naomi Davidson to approve the following on the recommendation of the Superintendent and School Business Administrator to approve items 1 – 15 and 17 – 33

A motion was made by Maria Panzarella and seconded by Patricia Adair to approve the following resolution of the Superintendent and School Business Administrator to approve item 16

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

2. Professional Development Workshops

| NAME | WORKSHOP/CONFERENCE | DATE(S)/TIME | COST |
|--------------|---|------------------------------|---------------------|
| Steve Bonora | ISTE 2015 Workshop Sponsor: University of Oregon Location: Philadelphia, PA NOTE: Mr. Bonora will be | 7-1-15 8:00 am – 10:00 am | \$216.00 Mileage |

| | | | |
|---------------|--------------------------------------|----------------------|----------|
| | presenting at this workshop | | |
| Sean McCarron | School Leader Training in | 07-09-15 | \$390.00 |
| Steve Pili | School Law, Ethics and Governance | 07-23-15 08-06-15 | Mileage |

3. Payment of Bills (Bills Lists attached)

| ACCOUNT PERIOD/BATCH # | TOTAL AMOUNT |
|------------------------------------|-----------------------|
| Bills List #1 – Payroll 05/15/2015 | \$ 359,545.39 |
| Bills List #2 – Payroll 05/30/2015 | \$ 356,454.57 |
| Bills List #3 – A/P Batch #61 | \$214,380.91 |
| Bills List #4 – A/P Batch #63 | \$ 7,708.41 |
| Bills List #5 – Batch #79, #80 | \$208,814.89 |
| Cafeteria– Batch #62 | \$18,593.53 |
| TOTAL | \$1,165,497.70 |

4. Contract with Star Pediatric Home Care Agency to provide nursing services to SID# (will be assigned) for the 2015-2016 school year.
5. Agreement with Garrison Architects as Architect of Record for the 2015-2016 school year.
6. Agreement with Lindenwold Public Schools to participate in the Title III Consortium to fulfill our fiscal and programmatic responsibilities as sub grantees.
7. Systems 3000 Visual Accounting, Payroll and Personnel professional services/support and license for the 2015-2016 school year.
8. Realtime Student Information Systems service agreement to manage and maintain student data for the 2015-2016 school year.
9. Authorization for the Runnemede Board of Education to enter into a Cooperative Pricing Agreement with the Middlesex Regional Educational Services Commission (MRESC) for the 2015-2016 school year.
10. Authorization for Business Administrator/Board Secretary to transfer and wire funds by telephone or Internet.
11. Approve the following persons to be authorized to sign checks and vouchers of the Board of Education:

| <u>Account Name</u> | <u>Number of Signatures Required</u> | <u>Personnel Responsible</u> |
|----------------------------------|--------------------------------------|--|
| <u>Regular Checking Accounts</u> | <u>3</u> | <u>President or Vice-President, Board Secretary, Treasurer</u> |
| <u>Payroll Account</u> | <u>1</u> | <u>President or Treasurer</u> |
| <u>Agency Account</u> | <u>1</u> | <u>Board Secretary</u> |
| <u>Student Activity Account</u> | <u>2</u> | <u>Board Secretary, Superintendent, Principal</u> |
| <u>Petty Cash</u> | <u>2</u> | <u>Board Secretary, Superintendent</u> |
| <u>Lunch Account</u> | <u>2</u> | <u>Board Secretary, Superintendent</u> |
| <u>Unemployment Account</u> | <u>2</u> | <u>Board Secretary, Superintendent</u> |
| <u>Flexible Spending Account</u> | <u>2</u> | <u>Board Secretary, Superintendent</u> |

12. Appoint the following individuals for the 2015 – 2016 school year:

| Name | Position | Title |
|-------------|------------------------|-----------------------------|
| Frank Hines | Maintenance Supervisor | Indoor Air Quality Designee |
| Frank Hines | Maintenance Supervisor | Pest Management Coordinator |
| Frank Hines | Maintenance Supervisor | Right to Know Officer |

| | | |
|---------------|-------------------------------|------------------------------|
| Frank Hines | Maintenance Supervisor | Chemical Hygiene Officer |
| Frank Hines | Maintenance Supervisor | AHERA Coordinator |
| Jade Yezzi | Principal – Bingham / Downing | Affirmative Action Officer |
| Jade Yezzi | Principal – Bingham / Downing | 504 Committee Coordinator |
| Sean McCarron | School Business Administrator | Agency Compliance Officer |
| Sean McCarron | School Business Administrator | Custodian of Records |
| Sean McCarron | Supervisor of C & I | District HIB Coordinator |
| Sean McCarron | Supervisor of C & I | District Testing Coordinator |

13. Approve Dr. Sean McCarron, School Business Administrator/Board Secretary, as the district Purchasing Agent with a bid threshold of \$26,000 and a quote threshold of \$3,900. The bid threshold will be increased (\$36,000 / \$5,400) once the QPA certificate is received – all paperwork has been submitted.
14. Move that the School Business Administrator be authorized to process invoices and pay necessary bills for June and July 2015 with Board confirmation at the August meeting.
15. Authorize the School Business Administrator to do account transfers that may be needed to close the fiscal year with Board confirmation at the next regular meeting.
16. Approve resolution to transfer funds to Reserve Accounts

RESOLUTION 15-0624

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-13, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Runnemede Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into the following accounts at year end if funds are available: *Capital Reserve and Maintenance Reserve*, and

WHEREAS, the Runnemede Board of Education has determined that an amount *not to exceed* \$500,000 for the Capital Reserve and \$500,000 for the Maintenance Reserve each is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Runnemede Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

17. E-rate Partners, LLC for Priority 1 E-rate Services for Funding Year 2015 (2nd year of 2 year agreement).

18. Consultant Agreement with Rehab Connection to provide school therapy services for the 2015-2016 school year.
19. Approve School Dude for educational operations for the 2015-2016 school year.
20. Comcast Cable Communications Management, LLC Services Agreement (E-Rate) for the 2015-2016 school year (2nd year of 5 year agreement).
21. Contracts with Ricoh USA, Inc. for multifunctional copy machines (printer/scanner/fax) through 2018.
22. Agreement for professional services with Gloucester County Special Services School District through the Center for Regional Education Support Services – CRESS - Educational Consultant, Teacher of the Deaf/Hard of Hearing for SID # 4136071845 and SID # 8299370130 for the 2015-2016 school year.
23. Agreement with Gloucester County Special Services School District, Center for Regional Education Support Services – CRESS to provide homebound instruction and speech-language services for SID # 6847236573 for the 2014-2015 school year.
24. Agreement with B-Safe Inc. – Electronic Protective Security Systems for the 2015-2016 school year.
25. Approve the following tax shelter annuity companies contingent with compliance with IRS regulations and information sharing agreements with OMNI:
 1. Met Life
 2. ING
 3. Fidelity
 4. Siracusa
 5. Vanguard
 6. Equitable
 7. Lincoln Financial
26. Pursuant to PL 2015, Chapter 47 the Runnemede Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18 et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Par200:

| | | |
|----------------------------------|------------------------------|-------------------------------|
| American Appraisal | Education Inc. | Quality Landscaping |
| Archway Programs | Educational Data, Inc. | Pitney Bowes |
| Bayada Health Care | EIRC Consortia Agreement | Realtime |
| BHPRSD - Transportation | Epstein, Barbara | Rehab Connection OT/PT |
| BHPRSD Food Service Agreement | E-rate | Renaissance Learning AR 360 |
| BHPRSD Maintenance Agreement | First Student Transportation | Ricoh |
| Blackboard Connect | GCSSSD Co-Op Transp. | School Dude |
| Brookfield Schools | GCSSSD - Cress | SJTP-SJ Tech Partnership |
| Brown & Brown Benefits | Kennedy University Hospital | Source4Teachers |
| B-Safe | Line Systems | SRI & ETTC AVA Media |
| Camden County Elem. League | Maxim Healthcare Services | SRI & ETTC Tech Svcs Trng |
| CCESC IDEA/Non Public | McGough Bus Company | Sterling H.S. Shared Services |
| CCESC | Nemours - Alfred I. DuPont | Strauss Esmay Associates |
| Colonial Cab Company | NJ Commission for the Blind | Systems 3000 |
| Comcast | NWEA | T & L Transportation |
| Cooper Employee Assistance Prog. | Omni Group | Tab Shredding |
| Delta-T Group | Orbit Software-Bus Boss | Waste Management |
| | | Western Pest Services |

27. Gloucester County Special Services School District, CRESS/Autism Services Proposal 2014-2015 to provide a Functional Behavior Assessment for SID #2452570608 (this service replaces Educational Consultation Services - Behavior previously approved 5/27/15).
28. Gloucester County Special Services School District, CRESS/Autism Services Proposal 2014-2015 to provide Educational Consultation Services for SID #3987664699.
29. Approve amendments to NCLB, Title I & II, and IDEA, Basic & PK, as approved during the 2014-2015 school year by the Office of Grant Management.
30. Approve the submission of the NCLB and IDEA 2015-2016 grant applications for the following allocations:
 - NCLB Title I: \$ 175,718 Proportionate share (Public) \$170,572 (Non Public) \$5,146
 - NCLB Title IIA: \$ 44,147 Proportionate share (Public) \$36,554 (Non Public) \$7,593
 - NCLB Title III: (Consortium Allocation) \$3,060
 - IDEA Basic: 267,072 Proportionate share (Public) \$226,701 (Non Public) \$40,371
 - IDEA PK: 11,985 Proportionate share (Public) \$11,386 (Non Public) \$599
31. Approve the Business Administrator to manage the grant allocations throughout the 2015-2016 school year and submit amendments as necessary.
32. Approve Course Reimbursement for the following:

| | |
|-------------------|------------|
| Stephen Bonora | \$525.00 |
| Meghan Bollendorf | \$236.00 |
| Jeneane DeJohn | \$2,000.00 |
| Mary Moore | \$2,000.00 |
| Alex Taliaferro | \$2,000.00 |
| Diane Bergman | \$630.00 |
| Robin Clark | \$545.00 |
| Joan Greenwood | \$545.00 |
| Lindsey Lamonica | \$545.00 |
| Samantha Eib | \$545.00 |
33. Agreement with New Jersey School Insurance Group (NJSIG) as insurance provider for the 15-16 school year.

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

CURRICULUM – A motion was made by Maria Panzarella and seconded by Naomi Davidson to approve the following on the recommendation of the Superintendent:

1. HIB Report for June as submitted by HIB Coordinator.
2. Course Approval BEHP5013 “*Developing, Strengthening & Maintaining Behavior*”, BEHP5014 “*Introduction to Ethical & Professional Conduct of Behavior Analysts*”, BEHP5015 “*Decreasing, Eliminating & Replacing Problem Behavior*” for Cathleen Summerfield for 2015 – 2016 School Year
3. Course Approval PMED726 02 “*Teaching Music in the Cloud*”, PMED752-01 “*Rehearsal Strategies & Repertoire for Elementary Ensembles*” for Karen Kauffmann for Summer - 2015

4. Creation of a Grade 6-8 Multiple Disabilities (MD) Class to be submitted for approval to the Camden County Office of Education

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

POLICIES/PUBLIC RELATIONS - A motion was made by Naomi Davidson and seconded by Maria Panzarella to approve the following on the recommendation of the Superintendent:

Policy/Regulation for First Reading:

1. Regulation 2624 Grading System
2. Regulation 5440 Honoring Pupil Achievement

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

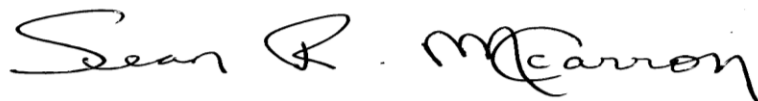
Recognition of Citizens and Staff – non-agenda items - None

Board/Committee Meetings

Reminder: Next regular BOE meeting date is August 19, 2015 (Retreat begins at 1:00 pm)

Adjournment – A motion was made by Maria Panzarella and seconded by Patricia Adair to adjourn the meeting at 7:48 pm.

Respectfully Submitted,



Sean R. McCarron, Ed.D.