

**BOARD OF EDUCATION
RUNNEMEDE PUBLIC SCHOOL DISTRICT**

Mary Volz School Library
February 24, 2016
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 – Charles Buchheim called the meeting to order at 7:02 pm
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 – All present stood and recited the pledge.

Roll Call: Present

Patricia Adair
Angel Beebe
Naomi Davidson

Joseph Impagliazzo
Charles Buchheim
Maria Panzarella

Samantha Spaulding (7:19pm)

Absent

Arlene Anderson
Amy Farry

Also Present:

- _____ Mark Iannucci, Superintendent
- _____ Sean McCarron, Business Administrator / Supervisor of Curriculum & Instruction
- _____ Jade Yezzi, Principal – Bingham/Downing Schools
- _____ Steve Pili, Principal – Mary Volz
- _____ Gladys Hubbard, Child Study Team Supervisor
- _____ Frank Hines, Supervisor of Buildings & Grounds

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:

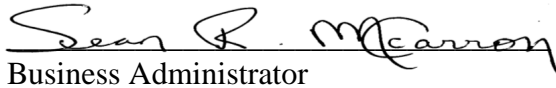
1. Regular Meeting – January 26, 2016

ROLL CALL VOTE: 5 Yes 0 No 1 Abstain 3 Absent
N. Davidson

Financial Report – Period Ending January 2016 – A motion was made by Maria Panzarella and seconded by Patricia Adair 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 *January*. 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 *January*. The Treasurer’s and Secretary’s report are in agreement for the month of *January* 2016.
- 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

February 24, 2016
Date

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

Presentations – Mrs. Greenwood presented a video on coding. Mr. Buchheim also recognized Ms. Taraschi for the Jump Rope for Heart Event that was held the prior Saturday. Ms. Taraschi thanked everyone for their support of the event.

Correspondence - None

Recognition of Citizens - Public Comments on Agenda Items Only – Mrs. Greenwood thanked everyone for the new windows at Bingham and Downing, commenting on how much more light she gets in the library and computer labs.

Secretary / Curriculum Report – Dr. McCarron discussed IT Shared Service with Runnemede Borough, QSAC Preparation, and Upcoming Testing Dates

Superintendent’s Report – Mr. Iannucci discussed enrollment, finalizing of the ROD Grants, Round Table for Superintendents in the County, Budget, Baseball and Softball Team preparation.

Principals' Reports – Mr. Pili discussed the David Flood Assembly that was held on 02/24/16
Fire and Security Drills to date were conducted as follows:

SCHOOL	TYPE OF DRILL	DATES	DURATION
BINGHAM	Fire Drill	February 17, 2016	2 minutes
	Lockdown	February 17, 2016	6 minutes
DOWNING	Fire Drill	February 17, 2016	2 minutes
	Lockdown	February 17, 2016	3 minutes
VOLZ	Fire Drill	January 8, 2016	2 minutes 44 seconds
	Active Shooter	January 28, 2016	3 minutes 15 seconds

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

Other Reports

- PTA Report – Founders Day Dinner will be held at the Cove Restaurant on 02/24/16 at 5:30. The Annual Basket Auction will be held on April 29, 2016.
- Committee Reports
 - Camden County Educational Services Commission
 - NJSBA Report – Mr. Buchheim and Ms. Adair attended a Green Schools and Sustainability Workshop. They shared the information they received.
 - Black Horse Pike Regional School District - None
 - Negotiations – currently in the process of preparing for our second meeting

Unfinished Business- None

New Business

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

1. Facility Use				
FACILITY	USER	PURPOSE	DATE	TIME
Mary Volz Library and 6 classrooms	Boy Scouts of America	Boy Scout Leader Training	3-19-16	8:00 a.m. - 3:00 p.m.
Mary Volz Soccer Field	RYAA	Spring Soccer Practices and Games	3-28-16 to 6-30-16	5:00 p.m. - 8:30 p.m. Monday through Friday 8:00 a.m. - 12:00 p.m. Saturday and Sunday
Mary Volz Library	Christie Kerslake Mary Volz School Nurse	Girls Night Out 4 th gr. Girls/Moms Making good choices, self-esteem, hygiene & puberty.	4-13-16	6:00 p.m. - 8:15 p.m.
Mary Volz Library	Christie Kerslake Mary Volz School Nurse	Boys Night Out 6 th gr. Boys/Dads Making good choices, self-esteem, hygiene & puberty.	4-20-16	6:00 p.m. - 8:15 p.m.

2. Field Trips

Location	Purpose	Date	Students	Advisor	Transportation
Phily Diner Runnemede, NJ <i>*PREVIOUSLY APPROVED ON 11-18-15</i>	Student of the Month Luncheon	NEW DATES: 2-4-16 4-7-16 6-2-16 Changed due to scheduling conflict	Students of the Month	Kayleigh Root	Runnemede School Bus will provide transportation
Samuel S. Yellin School Stratford, NJ	Girls Basketball Playoff Game	2-16-16	Girls Basketball Team and Cheerleaders	Michael Kline Jeneane DeJohn	Runnemede School Bus will provide transportation
Samuel S. Yellin School Stratford, NJ	Boys Basketball Playoff Game	2-18-16	Boys Basketball Team and Cheerleaders	Michael Kline Jeneane DeJohn	T & L Transportation 1 bus @ \$150.00
Sun National Bank Center Trenton, NJ	Cheerleading Competition	3-6-16	Mary Volz Cheerleaders	Jeneane DeJohn	Runnemede School Bus will provide transportation
Ronald McDonald House Camden, NJ <i>*PREVIOUSLY APPROVED ON 12-16-15</i>	Volunteering for Charity House	NEW DATE: 4-21-16 Changed due to scheduling conflict	Men and Women of Distinction	Jacqueline DeFeo Scott Marakovits	Holcomb Bus Company 1 bus @ \$200.00
Rohrer Middle School Collingswood, NJ	Battle of the Books Competition	5-23-16	5 th and 6 th Grade Students	Michael Ralston	McGough Bus Company 1 bus @ \$225.00* Mt. Ephraim students will share the bus ride with us to Berlin. Cost will be split between the two districts - * \$112.50 ea.
Central School Haddonfield Haddonfield, NJ	Battle of the Books Competition	5-26-16	4 th Grade Students	Melissa Lukascy	McGough Bus Company 1 bus @ \$195.00
Samuel S. Yellin School Stratford, NJ	Battle of the Books Competition	5-31-16	7 th and 8 th Grade Students	Linda Schreiber	McGough Bus Company 1 bus @ \$195.00
Six Flags Great Adventure Jackson, NJ <i>*PREVIOUSLY APPROVED ON 12-16-15</i>	Connect to concepts taught in Math and Science	NEW DATE: 6-8-16 Changed due to scheduling conflict	8 th Grade Students	Stephen Pili	Holcomb Bus Company 3 busses @ \$480.00 each = \$1,440.00

Maria Panzarella asked about the Boys Night and Girls Night to ensure that no student was excluded if they did not have a mother or father to attend.

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

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

1. Accept the resignation of Jeneane DeJohn effective April 15, 2016
2. Daniel Laluk as Technology Assistant not to exceed 40 hrs. per week @ \$18.00 per hr.
3. Accept the resignation of Teresa Grassi effective March 7, 2016 due to special circumstances.
4. Approve the following staff members to revise Chromebook Summer Camp Courses (10 hours @ \$30 / hour = \$300) **Title 1: 20-231-100-101-AD-EX**

Marisa Burpulis – ELA Skills and Strategies
 Mary Ralston – Wonder Writing
 Regina Ritchie – Math in the Real World
 Stephen Bonora – Preparation of Courses from 2015 Summer

5. Approve the following staff members to create Chromebook Summer Camp Course (15 hours @ \$30 / hour = \$450) **Title 1: 20-231-100-101-AD-EX**
 Stephen Bonora – Assist in creation and preparing 2016 Roll-Out
 Kelly Carson – Creative Writing 7/8
 Christine Duffield – The Election
 Jaime Dutkin – Photo Literature
 Mary Moore – Star Wars Literacy
 Linda Schreiber – Summer Scavenger Hunt
 Kayleigh Root – Analyze and Interpret Song Lyrics
 Michael Ralston – Legends and Mysteries of America
 Michael Ralston – Mathematics in Sports
 Melissa Lukacsy – Exploring the Titanic
 Nancy McFarland – The Art Elements and Principles of Design

6. Approve all Wilson Trained Staff Members (must have completed the 3 day overview minimum) to provide intervention services before or after the school day to struggling students who are approved by school administration – not to exceed 30 hours per student at a rate of \$38 / hour. **Title 1: 20-231-100-101-AD-EX**

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

- C. **FINANCE** – A motion was made by Maria Panzarella and seconded by Charles Buchheim 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 – *January*
 Cash Report – *January*
 Receipt Report – *January*
 Treasurer’s Report – *January*
 Board Secretary’s Report – *January*

2. Professional Development Workshops

NAME	WORKSHOP/CONFERENCE	DATE(S)/TIME	COST
Patricia Adair Charles Buchheim	Alternative Spending: Sustainable Schools Sponsor: NJ School Boards Association Location: US Army Reserve Center, Blackwood, NJ	2-17-16 6:00 pm - 9:00 pm	0 Mileage
Karen Engelhart	NJ Music Educators Association 2016 State Conference Sponsor: NJMEA Location: Hilton Hotel & Conf. Center, East Brunswick, NJ	2-18-16 2-19-16 8:00 am - 4:00 pm	\$165.00 Mileage

Stephen Bonora Phil Silva Sean McCarron Jeanette Schiraldi	PARCC Training Sponsor: NJ DOE Location: Cumberland County College	3-1-16 8:00 am – 3:00 pm	0 Mileage
Teresa Nicoletto	Practical Therapy Techniques for Challenging Articulation Cases: Frontal Lisp, Lateral Lisp and Distorted R” Sponsor: Bureau of Education and Research Location: Mansion on Main St. Voorhees, NJ	3-7-16 8:30 am - 3:30 pm	\$239.00 Mileage
Angel Beebe Charles Buchheim Naomi Davidson	8th Grade Dialogue & Dinner Reception Sponsor: NJ School Boards Assoc. Location: Mary Volz School Runnemede, NJ	3-9-16 6:00 pm - 9:00 pm	0 Mileage
Michelle DiMatties	School Social Workers: Addressing Barriers to Learning Sponsor: NJ Association of School Social Workers Location: Renaissance Wood-bridge Hotel, Iselin, NJ	3-14-16 8:00 am - 3:00 pm	\$125.00 Mileage
Frank Hines	Integrated Pest Management Training 2015/2016 Sponsor: NJ School Buildings & Grounds Association Location: Gloucester County Government Bldg., Clayton, NJ	3-31-16 8:00 am - 12:30 pm	0 Mileage
Sean McCarron	NJ Annual Association of School Business Officials Conference Sponsor: NJASBO Location: Borgata Hotel Atlantic City, NJ	6-8-16 9:00 am - 9:00 pm 6-9-16 9:00 am - 9:30 pm 6-10-16 9:00 am - 11:30 am	\$150.00 Mileage

3. Payment of Bills (Bills Lists attached)

ACCOUNT PERIOD/BATCH #	TOTAL AMOUNT
Bills List #1 – Payroll 01/15/16	\$ 372,490.81
Bills List #2 – Payroll 01/29/16	\$ 359,119.88
Bills List #3 – A/P Batch #66	\$637,790.07
Bills List #4 – A/P Batch #68	\$21,566.37
Bills List #5 – SNEARS B of A Fees	\$20,946.28
Cafeteria – Batch #67	\$17,310.80
TOTAL	\$1,429,224.21

4. Approve submission of the IDEA Basic amendment to reflect the 2014-2015 carry over monies as approved in the final IDEA submission in the amount of \$3,358 (public allocation) and \$1 (non public allocation) totaling **\$3,359**.

5. Approve submission of the NCLB Title I and Title IIA amendment to reflect the 2014-2015 carry over monies as approved in the final NCLB submission as follows:
 - **Title I** – Public allocation \$13,362 Non Public allocation \$4,062 totaling **\$17,424**
 - **Title IIA** – Public Allocation **\$6,398**
6. Contract/Shared Service Agreement with Runnemede Borough for Technology Services for the remaining part of the 15-16 school year, commencing on March 1, 2016

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

D. CURRICULUM – A motion was made by Maria Panzarella and seconded by Patricia Adair to approve the following on the recommendation of the Superintendent:

1. Practicum placement for Julia Borodziuk (Jackie DeFeo), Joe Brooks (Christine Duffield) May16, 2016 through May 26, 2016
2. Stephen Bonora for course approval (*Admin./#524 Supervision of Curriculum, Instruction and Assessment*) Spring Semester
3. Christina Ayusa for course approval (*EDU #535 Foundations in Special Education Graduate Studies*) Spring Semester
4. Mary Moore for course approval (*EDA#586A Internship in Educational Administration I*), (*EDA#586B Internship in Education Administration II*)
5. HIB Report reported by the HIB Coordinator

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

E. POLICIES/PUBLIC RELATIONS – A motion was made by Patricia Adair and seconded by Maria Panzarella to approve the following on the recommendation of the Superintendent:

1. Policies & Regulations for 2nd Reading
 - a. P & R 1240 Evaluation of Superintendent (M) Revised
 - b. P & R 3221 Evaluation of Teachers (M) Revised
 - c. P & R 3223 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) Revised
 - d. P & R 3223 Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals (M) Revised
 - e. P & R 3224 Evaluations of Principals, Vice Principals and Assistant Principals (M) Revised
 - f. P 3431.1 Family Leave (M) Revised
 - g. P 4431.1 Family Leave (M) Revised
 - h. P 5337 Service Animals (New)
 - i. P 5516 Use of Electronic Communication and Recording Devices (M) Revised

2. Gladys Hubbard will be coordinating events for Autism Awareness Month (April)

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

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

Executive Session – A motion was made by Charles Buchheim and seconded by Angel Beebe to go into executive session at 7:40 pm. All members were in favor.

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 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 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 **15 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.

Return to Public Session – A motion was made by Patricia Adair and seconded by Charles Buchheim to return to Public Session at 7:58pm.

Board/Committee Meetings

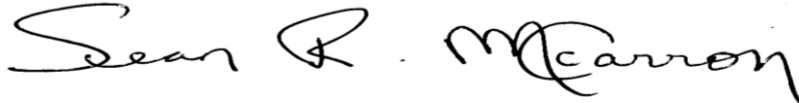
Reminder:

Personnel Committee meeting date: March 15, 2016 at 6:00 pm

Regular BOE meeting date: March 15, 2016 at 7:00 pm

Adjournment – A motion was made by Maria Panzarella and seconded by Patricia Adair to adjourn the meeting at 7:59pm.

Respectfully Submitted,

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

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