

**BOARD OF EDUCATION  
RUNNEMEDE PUBLIC SCHOOL DISTRICT**

Mary Volz School Library  
November 21, 2017  
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

**I. Call Meeting to Order** - The meeting was called to order by President Spaulding at 7:05 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.

**II. Pledge of Allegiance** - All members present stood and recited the pledge of allegiance.

<b>III. Roll Call:</b>	PRESENT	ABSENT
	Patricia Adair	Charles Buchheim
	Angel Beebe	
	Naomi Davidson	
	Dennis Leggoe	
	Daniel Murray	
	Maria Panzarella	
	Samantha Spaulding	

Also Present:

Mark Iannucci, Superintendent  
Sean McCarron, Business Administrator / Supervisor of Curriculum & Instruction  
Jade Yezzi, Principal – Bingham/Downing Schools  
Frank Hines, Supervisor of Buildings & Grounds

**IV. Approval of Minutes** A motion was made by Naomi Davidson and seconded by Patricia Adair to RECOMMEND that the Board of Education approve the minutes of the following meetings:

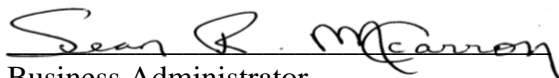
1. Regular Meeting – October 17, 2017

ROLL CALL VOTE:           6 Yes           0 No           1 Abstain           1 Absent

- V. **Financial Report – Period Ending October 2017** - A motion was made by Angel Beebe and seconded by Maria Panzarella 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 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 October. The Treasurer’s and Secretary’s report are in agreement for the month of October 2017.
- 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

November 21, 2017  
 Date

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

- VI. **Presentations** – *Melissa Maatje and the Volz Middle School Select Choir – Ms. Maatje introduced select choir and informed all of concert on 12/6/17 at Triton.*
- VII. **Correspondence** – Dr. McCarron shared Mr. Buchheim’s NJSBA report from convention in Atlantic City to the board members.
- VIII. **Recognition of Citizens - Public Comments on Agenda Items Only**
- IX. **Secretary / Curriculum Report** – Dr. McCarron reviewed grants, audit and mid-year review. He also discussed the curriculum, preparing for QSAC and testing.
- X. **Superintendent’s Report** – Mr. Iannucci reviewed student enrollment, upcoming events, school safety official for the district and veterans.
- XI. **Principals’ Reports**

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

SCHOOL	TYPE OF DRILL	DATES	DURATION

BINGHAM	Fire Drill	October 19, 2017	2 minutes
	Evacuation	October 25, 2017	5 minutes
DOWNING	Fire Drill	October 19, 2017	2 minutes
	Evacuation	October 30, 2017	7 minutes
VOLZ	Fire Drill	October 19, 2017	2 minutes 54 seconds
	Table Top Security	October 6, 2017	45 minutes

- B. Nurses' Reports
- C. Buildings and Grounds Report
- D. Special Education Report

## XII. Other Reports

- A. PTA Report – Friendly's night on December 6, 2017
- B. Committee Reports
  - Camden County Educational Services Commission
  - NJSBA Report – Board of Directors – Very Positive NJSBA Convention. Delegate assembly, reviewed policies and rewording, focus on charter schools.
  - Black Horse Pike Regional School District – Won the Lighthouse Award from NJDOE.
  - Negotiations

## XIII. Unfinished Business

## XIV. New Business

- A. **PROPERTY & TRANSPORTATION** - A motion was made by Maria Panzarella and seconded by Daniel Murray to approve the following on the recommendation of the Superintendent:

### 1. Facility Use

FACILITY	USER	PURPOSE	DATE	TIME
Mary Volz Gymnasium and All Purpose Room	RYAA	Basketball	11-27-17 to 3-30-18 1-6-18 To 3-24-18	6:00pm - 9:00pm weeknights 9:00am – 1:30pm Saturdays
Mary Volz All Purpose Room	Runnemedede Girl Scouts	Annual Dinner/Show	3-14-17	4:00 pm set up 6:00 pm - 9:00 pm
<b>Bingham School Room #7</b>	<b>NJ Excel Program</b>	<b>Mentor Meeting</b>	<b>11-14-17</b>	<b>5:30PM – 8:30 PM</b>

### 2. Field Trips

Location	Purpose	Date	Students	Advisor	Transportation
Runsen House Retirement Community	Choir, Band and Hand Chimes for retirement community	12-12-17 04-18-18	Mary Volz Middle School Choir, Band, and Hand Chimes	Melissa Maatje	Runnemedede Little & Big Bus
Trinity Lutheran Church	Canned Food Drive	12-15-17	8 <sup>th</sup> Grade	Phil Silva	Runnemedede Little Bus

Location	Purpose	Date	Students	Advisor	Transportation
	Delivery		Community Service Corps.		
Wells Fargo Center 87ers Basketball Game	Class Trip	1-24-18	Fifth Grade	Christine VonderStuck	Hillman Bus Company 1 bus @ \$235.00 Runnemedede Big Bus
Camden County College	College tour and lunch on campus	3-21-18	Men & Women of Distinction	Jacqueline DeFeo Scott Marakovits	Runnemedede Little Bus
Franklin Institute	Science & Social Studies Connections IMAX	3-28-18	Third Grade Bingham and Downing	Mary Moore Barbara Fanz	McGough Bus Company 2 buses @ \$250.00 ea. = \$500.00
Philadelphia Zoo	Animals Habitat & Exhibits	4-17-18	Second Grade Bingham and Downing	Mary Moore Karen Feldman	McGough Bus Company 1 bus @ \$250.00 Runnemedede Little & Big Bus
Medieval Times	Dinner and Tournament	4-19-18	Sixth Grade	Carrie Ems	Holcomb Bus Services 2 buses @ \$475.00 ea. = \$950.00
Adventure Aquarium	Sea Life Research Exhibits & IMAX	4-24-18	First Grade Bingham and Downing	Mary Moore Karen Feldman	Holcomb Bus Services 1 bus @ \$200.00 Runnemedede Little & Big Bus
Fernbrook Environmental Education Center	Learn about Community Supported Agriculture/Team Buiding/Eco Systems	4-25-18	Seventh Grade	Linda Schreiber	Hillman Bus Company 1bus @ \$254.00 Runnemedede Big Bus
Ronald McDonald House Deptford McDonald's	Volunteering for Charity House	4-27-18	Men & Women of Distinction	Jacqueline DeFeo Scott Marakovits	Runnemedede Big Bus
B.B. Kings/Gershwin Theatre New York, NY <b>(approved on 10/17/17, change of bus company)</b>	Lunch/Seeing the Musical "Wicked"	5-2-18	Band/Chorus	Melissa Maatje	Safety Bus Service, Inc. 1 Charter Bus @ \$1300.00 (paid by students attending and student activity fund)
Larc School	Volunteering with disabled students	5-4-18	Men and Women of Distinction	Jacqueline DeFeo Scott Marakovits	Runnemedede Little Bus
Storybook Land	Story Connections	5-9-18	Kindergarten Bingham and Downing	Barbara Fanz Shanea McCoy	T&L Bus Services 3 buses @ \$373.75 ea. = \$1121.25
Arm & Hammer Park (Trenton Thunder)	Class Trip	5-9-18	Fourth Grade	Melissa Ralston Cheryl Fisher	T&L Bus Services 1 bus @ \$330.00 Runnemedede Big Bus
Toms River High School North/Six Flags Great Adventure	Trills & Thrills Competition	5-18-18	Middle School Chorus & Band	Mel Maatje	Holcomb Bus Services 2 buses @ \$675.00 ea. = \$1,350.00
Aline Bingham School	Read to elementary school students	5-21-18	Men and Women of Distinction	Jacqueline De Feo Scott Marakovits	Students will walk to Bingham School
Grace Downing School	Read to elementary school students	5-22-18	Men and Women of Distinction	Jacqueline De Feo	Students will walk to Downing School

Location	Purpose	Date	Students	Advisor	Transportation
				Scott Marakovits	

- Runnemedede Little Bus to transport Mary Volz Boys and Girls Basketball teams to fourteen (14) away games.

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

**B. PERSONNEL** - A motion was made by Angel Beebe and seconded by Maria Panzarella to approve the following on the recommendation of the Superintendent:

- Erin Cesare as One-on-One Aide at Bingham School beginning November 27, 2017, First Step \$16,400.00
- Lauren Sigman as One-on-One Aide at Bingham School beginning November 27, 2017, First Step \$16,400.00
- Employee #39 for Intermittent FMLA beginning September 19, 2017 through March 31, 2018
- Employee #710 for Medical Leave using sick time November 22, 2017 through January 5, 2018
- Salary Advancement for Karen Engelhart from Step 3 Masters \$53,620.00 to Step 3 Masters +15 \$54,220.00 beginning January 1, 2018
- Christian Whipple as a Volunteer Coach for Running Club
- Christine Duffield as Assistant Cheerleading Coach at \$995.00 (Samantha Spaulding asked if this was in the budget and Dr. McCarron answered yes)**

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

**C. FINANCE** - A motion was made by Naomi Davidson and seconded by Daniel Murray to approve the following on the recommendation of the Superintendent and School Business Administrator to approve the following as attached:

- Transfers and Appropriation/Revenue Adjustments – October 2017  
Cash Report – October 2017  
Receipt Report – October 2017  
Treasurer's Report – October 2017  
Board Secretary's Report – October 2017

2. Professional Development Workshops

NAME	WORKSHOP/CONFERENCE	DATE(S)/TIME	COST
Shaena McCoy	Practical Strategies to Address the Challenges of today's School Nurse	11/29/27 8:30 – 3:15	\$259.00 +Mileage
Christie Kerslake	School Nurse: Enhance Effective Medical Emergency	01/26/2018 8:30 – 3:15	\$295.00 +Mileage

	Response Teams at School		
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3. Payment of Bills (Bills Lists attached)

ACCOUNT PERIOD/BATCH #	TOTAL AMOUNT
Bills List #1 – Payroll 10/15/17	\$ 381,222.39
Bills List #2 – Payroll 10/30/17	\$ 395,955.32
Bills List #3 – Batch #63, #64, #65, #66	\$427,322.87
Bills List #4 – N/A	\$
Bills List #5 –	\$ 99.87
Cafeteria – Batch #60	\$19,054.39
<b>TOTAL</b>	<b>\$1,223,654.84</b>

4. Contract with Archbishop Damiano School to provide educational services to SID# 7443059652 for the 2017-2018 school year.
5. Contracts with Gloucester County Special Services School District for tuition and out-of-county surcharge for SID# 7813462374 (plus 1:1 aide), SID#3987664699 (plus 1:1 aide), SID#2334662206, SID#5980998953 for the 2017-2018 school year and SID#7338058655 through 10-20-17.
6. Contract with Elk Township Board of Education for tuition for 2 students (SID #'s 5147061539 and 4474047831) residing in Elk Township, under McKinney/Vento for the 2017-2018 school year at a cost to the district of \$27,382 total (pending).
7. Gloucester County Special Services School District – CRESS 2017-2018 **Revised** Service Proposal (originally board approved 5/30/17) to provide 2 hours of Educational Consultation Services-Teacher of the Deaf plus 1 hour travel per marking period for SID#4136071845 for a total of 9 hours @ \$125.00 per hour not to exceed \$1,125.00 .
8. Health Care Staffing Agreement with Star Pediatric Home Care Agency (replacing Epic Health Services) for one-on-one nursing services for SID#7443059652 @ \$45.00 per hour for the 2017-2018 school year.
9. Educational instruction for SID#8001863124 through Professional Education Services, Inc. @ \$38.00 per hour for the 2017-2018 school year.
10. Approve providing transportation to the Black Horse Pike Regional School District -Triton Marching Band 11/18/17 Triton HS to Lincoln Financial Field \$675.00 (Big Bus).
11. Approve to dispose and discard all maintenance equipment that is broken and irreparable. All items will be reviewed by administration, logged, and kept on file.
12. Accept the approved 2016-2017 final reports for IDEA Preschool and Basic in the following amounts:

- IDEA Basic      Public \$221,510 NonPublic \$ 38,753 TOTAL \$260,263
- IDEA Preschool   Public \$ 10,502 NonPublic \$    197 TOTAL \$ 10,699

ROLL CALL VOTE:                    7 Yes                    0 No                    0 Abstain                    1 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. Approve the following Practicum Placement:
  - a. Devan Burke with Robin Clark
  - b. Ann Paolini with Jennifer Majewski – January 22<sup>nd</sup> – May 4<sup>th</sup>
  - c. Robyn White with Robin Clark – January 22<sup>nd</sup> – May 4<sup>th</sup>
  
2. Approve the following Student Teacher Placement:
  - a. Lauren Legler with Cheryl Fisher – January 10<sup>th</sup> – February 23<sup>rd</sup>
  - b. Lauren Legler with Kristen Ambrose – February 26<sup>th</sup> – April 27<sup>th</sup>
  - c. Larissa Albus with Melissa Ralston – January 16<sup>th</sup> – May 7<sup>th</sup>
  
3. Homebound/Educational Instruction for the following students:
  - a. Student #1406911448 – Beginning October 31<sup>st</sup>
  - b. Student #8001863124 – Beginning September 28<sup>th</sup>
  - c. Student #3313232975 – Beginning October 31<sup>st</sup>
  - d. Student #3009690562 – Beginning November 14<sup>th</sup>
  
4. Submission of NJQSAC Statement of Assurance (SOA) and District Performance Review (DPR) for the 2017/2018 School Year
  
5. Course approval for Meghan Bollendorf for “*SPD310 Collaborations and Communications in Special Education*” beginning December 18<sup>th</sup> - February 25<sup>th</sup>

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

**E. POLICIES/PUBLIC RELATIONS** - A motion was made by Maria Panzarella and seconded by Dennis Leggoe to approve the following on the recommendation of the Superintendent:

1. The following Policies/Regulations for First Reading:
 

P 2700	Services to Nonpublic School Students (M) Revised
P & R 7100	Long-Range Facilities Planning (M) (Revised)
P & R 7101	Educational Adequacy of Capital Projects (Revised)
P 7102	Site Selection and Acquisition (Revised)
R 7102	Site Selection and Acquisition (New)
P 7130	School Closing (Revised)
P 7300	Disposition of Property (Revised)
R 7300.1	Disposition of Instructional Property (Abolished)

- R 7300.2 Disposition of Land (Revised)
- R 7300.3 Disposition of Personal Property (Revised)
- R 7300.4 Disposition of Federal Property (Revised)

2. The submission of the "Memorandum of Agreement" with Law Enforcement and The Runnemed School District
3. The 2017 – 2018 Nursing Services Plan
4. HIB Report

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

**XV. Recognition of Citizens and Staff – non-agenda items**

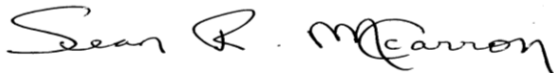
**XVI. Executive Session - student, personnel, legal, or contractual matters – Not Needed**

**XVII. Board/Committee Meetings**

Reminder: Next regular BOE meeting date: December 19, 2017

**XVIII. Adjournment** - A motion was made by Patricia Adair and seconded by Dennis Leggoe to adjourn the meeting at 7:33 pm

**Respectfully Submitted**



**Sean R. McCarron, Ed.D.**