

**BOARD OF EDUCATION
RUNNEMEDE PUBLIC SCHOOL DISTRICT**

Mary Volz School Library
December 19, 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 7:03 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.

III. Roll Call: PRESENT
Patricia Adair
Angel Beebe
Charles Buchheim
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
Steve Pili – Principal – Mary Volz
Frank Hines, Supervisor of Buildings & Grounds

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

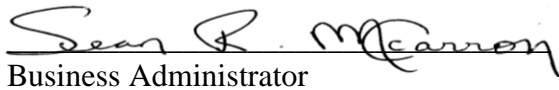
1. Regular Meeting – November 21, 2017

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

- V. **Financial Report – Period Ending November 30, 2017** - A motion was made by Naomi Davidson and seconded by Dennis Leggoe 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 *November 2017*. 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 *November*. The Treasurer’s and Secretary’s report are in agreement for the month of *November 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

December 19, 2017
Date

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

- VI. **Presentations** – Ray Colavita – 2017 Audit Presentation – Mr. Colavita presented the audit from 2017. He stated it was very positive and to keep doing what we’re doing.
- VII. **Correspondence** - None
- VIII. **Recognition of Citizens - Public Comments on Agenda Items Only**
- IX. **Secretary / Curriculum Report** – Dr. McCarron discussed audit, 18/19 preparation, curriculum meetings, QSAC preparation and state test preparation.
- X. **Superintendent’s Report** – Mr. Iannucci discussed the county office update, holiday events, stocking for sailors and meals and presents for families. Also discussed was the 17/18 goal overview which prompted the following questions:
- Mr. Buchheim: Grading Committee – Mr. Pili answered questions
 - Ms. Spaulding: Thoughts on trimesters vs. quarters
 - Mr. Buchheim: Asked Mr. Iannucci if he is attending rotary
 - Mr. Buchheim: would like Mr. Iannucci and Dr. McCarron to look for security grants
 - Mr. Buchheim: requested update on sustainable schools in February 2018
 - Ms. Beebe: report card progress, asked for benchmark update in January

- Ms. Spaulding: discussed goal for bio and picture for website at January board of education meeting
- Mr. Buchheim: discussed board of education goal of having a bi-monthly meet and greet with the board before the board meeting @ 6:30 pm in Volz's all purpose room and advertise the meeting on the borough website.

XI. Principals' Reports

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

SCHOOL	TYPE OF DRILL	DATES	DURATION
BINGHAM	Fire Drill	November 21, 2017	2 minutes
	Lockdown	November 15, 2017	3 minutes
DOWNING	Fire Drill	November 28, 2017	2 minutes
	Lockdown	November 15, 2017	2 minutes
VOLZ	Fire Drill	November 3, 2017	3 minutes 2 seconds
	Lockdown	November 28, 2017	3 minutes 25 seconds

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

XII. Other Reports

A. PTA Report

B. Committee Reports

- Camden County Educational Services Commission – Mr. Buchheim stated audit review was fine, looking at new budget software.
- NJSBA Report – Discussion on funding for charter schools; Dell grant for special education issues
- Black Horse Pike Regional School District
- Negotiations - None
- Zoning Board – Mr. Buchheim report on consultants feedback, public hearing in February.

XIII. Introduction of Board Candidate(s)

XIV. Selection of Board Candidate – A motion was made by Charles Buchheim and seconded by Angel Beebe to appoint Barbara Sams to fill the remaining term (through December 2018) position on the Runnemede Board of Education

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

XV. Administer the Oath of Office to Selected Candidate (*Dr. McCarron*). *New Board Member will take seat at the table, and the meeting will continue.*

XVI. Unfinished Business

XVII. New Business

- A. PROPERTY & TRANSPORTATION** - A motion was made by Charles Buchheim and seconded by Patricia Adair to approve the following on the recommendation of the Superintendent:

1. Facility Use

FACILITY	USER	PURPOSE	DATE	TIME
Downing APR	Lee-Ann Michell	Fitness Club	12-6-17	3:00 pm – 4:00 pm
Downing APR	Girl Scouts	Recruitment	12-15-17	6:00 pm – 8:30 pm
Volz Library	Child Study Team	Parent Workshop Performance Care/Children's System of Care	1-23-17	6:30 pm – 7:30 pm

2. Field Trips

Location	Purpose	Date	Students	Advisor	Transportation
Deptford Mall Deptford, NJ	Practice social skills and life skills	12-21-17	Bingham MD Students	Julie Michell	Runnemed Little Bus
Timber Creek High School	Cheerleading Competition	1/28/17	Volz Cheerleaders	Lauren Eaton	Students are providing their own transportation
Timber Creek High School	Cheerleading Competition	2/8/17	Volz Cheerleaders	Lauren Eaton	Students are providing their own transportation
Timber Creek High School	Cheerleading Competition	3/4/17	Volz Cheerleaders	Lauren Eaton	Students are providing their own transportation

ROLL CALL VOTE: 9 Yes 0 No 0 Abstain 0 Absent

- B. PERSONNEL** - A motion was made by Naomi Davidson and seconded by Daniel Murray to approve the following on the recommendation of the Superintendent:

1. Accept the resignation of Lauren Sigman as of December 1, 2017
2. Professional Leave for Employee #739 from January 16, 2018 through May 4, 2018
3. FMLA for Employee #39 from May 29, 2018 through June 30, 2018
4. Adrienne DiCiano as One on One Aide for student at Bingham School Step #1 \$16,400.00 start date pending completion of paperwork.
5. Judith Battersby and **Tara Belfiore** as Substitute Playground/Cafeteria Aide or Substitute Before/ After Care worker pending completion of paperwork
6. **Maternity Leave for Employee #412 beginning February 26, 2018 through May 31, 2018, using 6 weeks of sick time and 8 weeks for FMLA. Returning June 1, 2018**

7. **Resignation of Tina Bestanic Playground/Cafeteria Aide at Bingham School as of January 2, 2018**

ROLL CALL VOTE: 9 Yes 0 No 0 Abstain 0 Absent

C. **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 the following as attached:

1. Transfers and Appropriation/Revenue Adjustments – November
Cash Report – November
Receipt Report – November
Treasurer’s Report – November
Board Secretary’s Report - November
2. Professional Development Workshops

NAME	WORKSHOP/CONFERENCE	DATE(S)/TIME	COST
Steve Pili	School Law Update Sponsor	January 12, 2018	\$109.00 + mileage
Lauren Eaton	How to Investigate HIB Claims	January 18, 2018	\$150.00 + mileage
Kristin Callahan	Art Therapy: 77 Creative Interventions for Challenging Children	February 14, 2018	\$199.99 + mileage
Frank Hines Alex Rost	2018 NJSBA EXPO	March 12, 2018 March 13, 2018 March 14, 2018	\$200.00 \$250.00 + mileage
Sean McCarron	Education for Homeless Children and Youth Program Statewide Technical Assistance Session	March 23, 2018	\$0 + mileage

3. Payment of Bills (Bills Lists attached)

ACCOUNT PERIOD/BATCH #	TOTAL AMOUNT
Bills List #1 – Payroll 11/15/17	\$ 380,238.05
Bills List #2 – Payroll 11/30/17	\$ 383,628.04
Bills List #3 – A/P Batch #63, #64	\$ 387,251.81
Bills List #4 –	\$
Bills List #5 – A/P Batch #79, 80	\$ 4,330.54
Cafeteria – A/P Batch #60	\$ 9,313.76
TOTAL	\$1,164,762.20

4. Educational instruction for 2017/2018 school year for SID# 8001863124 through Bridgeton Board of Education @ \$30.00 per hour
5. Educational instruction for 2017/2018 school year for SID#3313232975 through Hampton Counseling Center @ \$38.00 per hour

- 6. Accept the 2017-2018 ASSA Report filed with the DOE on 12/1/17
- 7. Appropriate 2017-2018 Additional State Aide funding to support Special Education and Tuition accounts.
- 8. Approve the 2017 Audit and Corrective Action Plan, as read and discussed

Recommendation Number	Corrective Action	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
2017-1	Net cash resources exceeded three months average expenditures. The board should implement a corrective action plan to effectively reduce the net cash resources on hand through capital expenditures or otherwise.	The excess money in the food service account is budgeted for improvements in the cafeteria (ie: HVAC)	District Administration	Ongoing

- 9. Approve 2018-2019 Budget Calendar
- 10. **REVISED** 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 **\$19,471.64 total.**

ROLL CALL VOTE: 9 Yes 0 No 0 Abstain 0 Absent

D. CURRICULUM - A motion was made by Charles Buchheima and seconded by Patricia Adair to approve the following on the recommendation of the Superintendent:

- 1. Approve QSAC Equivalency Application to have Instruction and Program re-evaluated using the new Rubric.
- 2. Practicum/Observation hours for Jeanette Duffy from September 2016 through November 2017 with Shannon House, Cathy Summerfield, Kristen Ambrose, Kim Razavi, Mary Moore
- 3. Student Teaching for Jeanette Duffy with Diane Torriero, January 16, 2018 through May 4, 2018

ROLL CALL VOTE: 9 Yes 0 No 0 Abstain 0 Absent

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

- 1. Accept the Donor’s Choice for Miss Majewski’s “Flexible Seating Project” worth \$884.00
- 2. The following Policies for Second 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)

3. HIB Report as submitted by the District HIB Coordinator

ROLL CALL VOTE: 9 Yes 0 No 0 Abstain 0 Absent

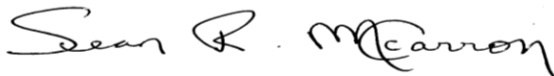
XVIII. Recognition of Citizens and Staff – non-agenda items

XIX. Board/Committee Meetings

Reminder: Next regular BOE meeting date: January 9, 2018 (Reorganization @ 6:30 pm – Regular Meeting to Immediately Follow)

XX. Adjournment - A motion was made by Maria Panzarella and seconded by Dennis Leggoe to adjourn the meeting at 8:12 pm

Respectfully Submitted



Sean R. McCarron, Ed.D.