

**BOARD OF EDUCATION
RUNNEMEDE PUBLIC SCHOOL DISTRICT**

Mary Volz School Library
March 20, 2018
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

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

III. Roll Call:

_____ Patricia Adair	_____ Angel Beebe
_____ Charles Buchheim	_____ Naomi Davidson
_____ Dennis Leggoe	_____ Daniel Murray
_____ Maria Panzarella	_____ Barbara Sams
_____ 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
_____ Phil Silva, Vice Principal
_____ Gladys Hubbard, Child Study Team Supervisor
_____ Frank Hines, Supervisor of Buildings & Grounds

IV. Approval of Minutes

Motion by _____ Seconded by _____

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

1. Regular Meeting – February 20, 2018

ROLL CALL VOTE: Yes No Abstain Absent

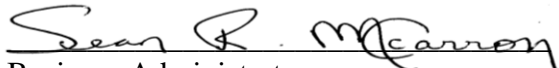
V. Financial Report – Period Ending February 28, 2018

Motion by _____ Seconded by _____

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 *February*. 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 *February*. The Treasurer’s and Secretary’s report are in agreement for the month of *February 2018*.
- 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

March 20, 2018
Date

ROLL CALL VOTE: Yes No Abstain Absent

VI. Executive Session - student, personnel, legal, or contractual matters

Motion by _____ Seconded by _____

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 matter the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publically; **(Student Residency)**
- Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body **(Health Benefits)**
- 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; **(Superintendent Evaluation)**

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 _____ 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.

ROLL CALL VOTE: Yes No Abstain Absent

Return to Public Session

Motion by _____ Seconded by _____ to return to open session.

Time _____

VII. Presentations – Board Awards / Budget Presentation

VIII. Correspondence

IX. Recognition of Citizens - Public Comments on Agenda Items Only

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff has had a reasonable opportunity to resolve the

problem at the employee level. Statement should be limited to topics to be addressed on the published agenda and limited in length to 3 minutes.

The Board President will recognize those individuals in the audience whom wish to comment on any action items on this Agenda. Please respect the following procedures:

1. Be recognized by Board President.
2. State your full name and address.
3. Identify the resolution/item number on which you wish to comment.
4. Wait to be recognized before you make your comment.
5. Limit your comments to the specific resolution/items.
6. Limit your comments to (3) minutes per person.

X. Secretary / Curriculum Report

The Board Secretary / Supervisor of Curriculum Report is presented in the attached document.

XI. Superintendent's Report

The Superintendent Report is presented in the attached document.

XII. Principals' Reports

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

SCHOOL	TYPE OF DRILL	DATES	DURATION
BINGHAM	Fire Drill	February 21, 2018	2 minutes
	Lockdown	February 26, 2018	4 minutes
DOWNING	Fire Drill	February 2, 2018	2 minutes
	Lockdown	February 27, 2018	3 minutes
VOLZ	Fire Drill	February 21, 2018	3 minutes 7 seconds
	Lockdown	February 23, 2018	4 minutes 5 seconds

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

XIII. Other Reports

- A. PTA Report
- B. Committee Reports
 - Camden County Educational Services Commission
 - NJSBA Report
 - Black Horse Pike Regional School District
 - Negotiations

XIV. Unfinished Business

XV. New Business**A. PROPERTY & TRANSPORTATION**

Motion by _____ Seconded by _____

Approve the following on the recommendation of the Superintendent:

1. Facility Use

FACILITY	USER	PURPOSE	DATE	TIME
Downing APR	Girl Scouts Troop 3547	Meetings	3-8-18, 3-22-18, 4- 12-18, 4-26-18, 5- 3-18, 5-17-18, 6-7- 18	6:15 pm – 8:00 pm
Volz APR	PTA	Dance	3-23-18 5-18-18	6:00 pm - set up 7 pm – 9 pm
Volz Library	Child Study Team	Autism Presentation “Just 2 Moms”	4-16-18	6:30 pm
Volz Library & Gym	Christie Kerslake (Volz Nurse)	Guys Night Out (Father/Son Night) Puberty/Hygiene/Good Choices	5-17-18	6:00 pm – 8:15 pm
Volz Library	Christie Kerslake (Volz Nurse)	Girls Night Out (Mother/Daughter Night) Puberty/Hygiene/Good Choices	5-31-18	2:15 – set up 6:00 pm – 8:15 pm

2. Field Trips

Location	Purpose	Date	Students	Advisor	Transportation
McDonald’s Mt. Ephraim, NJ	Practice Life Skills	3-14-18	MD/Resource Students	Julie Michell	Runnemed Little Bus
Rita’s Water Ice Runnemed, NJ	Food Science	3-20-18	Downing 2 nd & 3 rd Grade Students	Lee Anne Michell Laura Seckinger	Walking Trip
Blackwood Army Reserve	STEAM Tank Challenge	3-23-18	STEAM Students	Stephen Bonora	Runnemed Little Bus
A & P Petting Zoo	Learn about animals	5-10-18	Preschool	Mary Siravo Samantha Eib	No Transportation Needed – In House - \$375 assembly fee
Six Flags Great Adventure Jackson, NJ	Connect to concepts taught in math and science	6-7-18	Eighth Grade	Phil Silva	McGough Bus Company 3 buses @ \$875.00 ea. = \$2,625.00

3. Holcomb Bus Company to transport Mary Volz Boys Baseball and Girls Softball teams to twelve (12) away games @ \$375.00 per game = \$4,500.00

ROLL CALL VOTE: Yes No Abstain Absent

B. PERSONNEL

Motion by _____ Seconded by _____
 Approve the following on the recommendation of the Superintendent:

1. Accept the Resignation of Alex Rost Custodian at Volz effective February 28, 2018
2. Accept the Resignation of Marissa DelBono One-One Aide at Bingham effective March 12, 2018
3. Accept the Resignation of Debra Dockery Before/After Care program effective February 21, 2018
4. Approve Kelsey Proctor as One-One Aide at Bingham School at \$16,400 pro-rated, beginning April 9, 2018. (Pending paperwork)
5. Approve Raymond Kasprzak Jr. as Maintenance Technician / Custodian at \$48,000 pro-rated. Estimated start date on or before April 23, 2018.
6. Approve Nicole deBeaumont and Ana Inoa as Substitute Cafeteria/Playground Aides and Substitute Before/After Care Workers, (Pending paperwork)
7. Approve Kimberly Fecca as a Substitute Cafeteria/Playground Aide and Substitute Before/After Care Worker.
8. **Approve Rayma Cruz as a Substitute Custodian (Pending paperwork)**

ROLL CALL VOTE: Yes No Abstain Absent

C. FINANCE

Motion by _____ Seconded by _____
 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 – February
 Cash Report – February
 Receipt Report – February
 Treasurer’s Report – February
 Board Secretary’s Report - February

2. Professional Development Workshops

NAME	WORKSHOP/CONFERENCE	DATE(S)/TIME	COST
Alfie Mannino	Strengthening English Language Learners’ Engagement and Academic Achievement: Strategies that Work	April 18, 2018	\$249.00 +mileage
Steve Pili	Social Media, Schools and the Law	March 2, 2018	\$75.00 + mileage
Jade Yezzi	Legal One – School Security	April 16, 2018	\$150.00 + mileage

3. Payment of Bills (Bills Lists attached)

ACCOUNT PERIOD/BATCH #	TOTAL AMOUNT
Bills List #1 – Payroll #51 - (02/15/18)	\$ 389,865.68
Bills List #2 – Payroll #52 - (02/28/18)	\$ 388,507.12
Bills List #3 – A/P Batch #63, #64	\$378,536.49
Bills List #4 – N/A	\$0.00
Bills List #5 – Other A/P Batch #79	\$204,900.10
Cafeteria – A/P Batch #60 (02/28/18), #61	\$18,553.33
TOTAL	\$1,380,362.72

4. Gloucester County Special Services School District CRESS to provide Assistive Technology Evaluation for SID #2324782967 @ \$893.00.

5. WHEREAS, the board of education shall annually prepare and submit a budget to the executive county superintendent for approval:
 BE IT RESOLVED that the Runnemede Board of Education approves the 2018-2019 school district budget for submission as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$14,998,489	\$7,320,055
Special Revenue Fund	\$ 559,949	\$ 0
Debt Service	\$ 0	\$ 0
	\$15,558,438	\$7,320,055

BE IT RESOLVED, that the district, in accordance with N.J.A.C. 6A:23B-1.2(b) – Travel and Related Expense Reimbursement, has adopted policies which provide that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2018-2019 school year. The Board of Education hereby establishes the school district travel maximum for the 2018-2019 school at the sum of \$20,000. The School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

BE IT FURTHER RESOLVED, that in accordance with N.J.A.C. 6A:23A-9.3(c)14, that the Board of Education has provided a maximum amount for public professional services as follows:

Attorney	\$30,000
Auditor	\$18,676
Architect	\$ 5,000

6. Approve providing transportation to BHP Regional School District – Triton High School on 4/28/18 (Saturday) for a student trip to Grounds for Sculpture, Hamilton Twp, NJ for \$372.50 (large bus).
7. Contract with McKinney-Vento Education of Homeless Children and Youth Program, LEA General Intent to Collaborate for the 2018-2019 school year.

ROLL CALL VOTE: Yes No Abstain Absent

D. CURRICULUM

Motion by _____ Seconded by _____

Approve the following on the recommendation of the Superintendent:

1. Armani Cruz for Practicum Placement with Karen Engelhart from May 10th, 2018 to May 22, 2018

ROLL CALL VOTE: Yes No Abstain Absent

E. POLICIES/PUBLIC RELATIONS

Motion by _____ Seconded by _____

Approve the following on the recommendation of the Superintendent:

1. Mrs. Greenwood received a Civil Air Patrol beginner STEM kit from a grant through Aerospace Education
2. Approve Bingham & Downing Fundraiser Uncle Jerry's T's (March 12 – March 27)
3. Accept scholarship for \$1,000 from Educational Facilities Managers Association for a Triton Senior who attended Elementary/Junior High in the Runnemedede School District.

4. Policies & Regulations for Second Reading

- | | |
|------------|---|
| P 0169.02 | Board Member Use of Social Network (New) |
| P 3437 | Military Leave (Revised) |
| P 4437 | Military Leave (Revised) |
| P5516.01 | Student Tracking Devices (New) |
| R7101 | Educational Adequacy of Capital Projects (Revised) |
| P7425 | Lead Testing of Water in Schools (New) |
| P & R 7440 | School District Security (M) (Revised) |
| P & R 7441 | Electronic Surveillance in School Buildings & on School Grounds (M) (Revised) |
| P8507 | Breakfast Offer Versus Serve (OVS) (M) (Revised) |
| P8630 | Bus Driver/Bus Aide Responsibility(M) (Revised) |
| P9242 | Use of Electronic Signatures (New) |

5. HIB Report as reported by HIB Coordinator

ROLL CALL VOTE: Yes No Abstain Absent

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

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff has had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited in length to 3 minutes.

The public is reminded that all public complaints against a district employee must be made through a specific grievance process.

A description of this process may be found in BOE policy (File Code 0167). This policy is available upon request in the office of the Board Secretary.

Any individual naming an employee in a complaint before the Board of Education, without the employee’s permission, could be cited for violating that employee’s civil and contractual rights.

XVII. Board/Committee Meetings

Reminder:
Next regular BOE meeting date: April 24, 2018

XVIII. Adjournment

Motion by _____ Seconded by _____ to adjourn meeting.

Time _____