

**BOARD OF EDUCATION
RUNNEMEDE PUBLIC SCHOOL DISTRICT**

Mary Volz School Library

April 24, 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 - 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.

III. Roll Call:	PRESENT Angel Beebe Charles Buchheim Naomi Davidson Dennis Leggoe Daniel Murray Maria Panzarella Samantha Spaulding	ABSENT Patricia Adair Barbara Sams
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Also Present:

Mark Iannucci, Superintendent
Sean McCarron, Business Administrator / Supervisor of Curriculum & Instruction
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 - A motion was made by Naomi Davidson and seconded by Dennis Leggoe to RECOMMEND that the Board of Education approve the minutes of the following meetings:

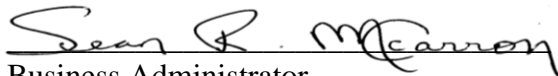
1. Regular Meeting – 03/20/2018
2. Executive Meeting- 03/20/2018

ROLL CALL VOTE: 5 Yes 0 No 2 Abstain 2 Absent

- V. Financial Report – Period Ending March 31, 2018** - A motion was made by Charles Buchheim and seconded by Naomi Davidson 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 *March*. 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 *March*. The Treasurer’s and Secretary’s report are in agreement for the month of *March 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

April 24, 2018
Date

ROLL CALL VOTE: 6 Yes 0 No 1 Abstain 2 Absent

VI. Presentations – Public Hearing of 2018 – 2019 Budget

VII. Correspondence - None

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

- IX. Executive Session - student, personnel, legal, or contractual matters** - A motion was made by Charles Buchheim and seconded by Daniel Murray to enter executive session at 7:17 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):

- X_____ 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; **(Construction Bids – Summer Projects 2018) (Class 3 Officer – 18/19 School Year)**
- 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; **(HEALTH INSURANCE)**

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: 5 Yes 0 No 2 Abstain 2 Absent

Return to Public Session - A motion was made by Maria Panzarella and seconded by Naomi Davidson to return to open sessions at 7:55 pm

- X. Secretary / Curriculum Report** – Dr. McCarron spoke about the budget, bids, summer program and food service. He also discussed Access, DLM, Pearson, PARCC and QSAC training.
- XI. Superintendent’s Report** – Mr. Iannucci spoke about enrollment, summer program registration, kindergarten orientation, sports clinics, the school calendar and Go Guardian. He also stated that the basket auction and Bingham and Downing art shows were a success.
- XII. Principals’ Reports**

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

SCHOOL	TYPE OF DRILL	DATES	DURATION
BINGHAM	Fire Drill	March 27, 2018	2 minutes
	Bus Evacuation	March 26, 2018	1.5 minutes
	Active Shooter	March 23, 2018	5 minutes
DOWNING	Fire Drill	March 27, 2018	2 minutes
	Bus Evacuation	March 23, 2018	2 minutes
	Active Shooter	March 23, 2018	5 minutes

VOLZ	Fire Drill	March 26, 2018	2 minutes 40 seconds
	Active Shooter	March 27, 2018	3 minutes 6 seconds

- B. Nurses' Reports
- C. Buildings and Grounds Report – Angel Beebe asked about the roof leak where the roof blew off.
- D. Special Education Report

XIII. Other Reports

- A. PTA Report – Thanked everyone for support of basket auction
- B. Committee Reports
 - Camden County Educational Services Commission – Mr. Buchheim stated that a full time public relations officer will be added in 18/19.
 - NJSBA Report – Leadership convention by Dell presented schools should be teaching empathy, collaboration and critical thinking. Samantha Spaulding thanked Mr. Buchheim, Ms. Davidson and Ms Adair for attending.
 - Black Horse Pike Regional School District
 - Negotiations
 - Zoning – Adjust property line/getting permit.

XIV. Unfinished Business

XV. 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. Field Trips

Location	Purpose	Date	Students	Advisor	Transportation
Streets around Downing School	Earth Day	4-20-18	Downing 3 rd Grade	K. Michell L. Seckinger	Walking Trip
Streets around Bingham School	Earth Day	4-20-18	Bingham 3 rd Grade	F. Auletto A. Ordile B. O'Brien	Walking Trip
Green Acres Park	LEAD Graduation & Basketball Game	6-8-18	Volz 5 th Grade	5 th Grade Teachers	Walking Trip

- 2. Approve Before and After School Programming for the 2018-2019 school year to be operated by the Runnemede School District.

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

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

- 1. Accept the resignation of Shannon Wright beginning July 1, 2018

2. Justo Romero Sr. and Dennis Moran as Substitute Custodians (Pending paperwork)
3. Dawn Helmes as a Substitute Cafeteria/Playground Aide

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

C. FINANCE - A motion was made by Naomi Davidson and seconded by Dennis Leggoe 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 – March
Cash Report – March
Receipt Report – March
Treasurer’s Report – March
Board Secretary’s Report – March
2. 2018-2019 Budget Approval

BE IT RESOLVED to approve the Runnemede Board of Education budget for the FY 2018-2019 school year as follows:

APPROPRIATIONS		REVENUES	
Fund 10 Appropriations	14,998,489	Budgeted Fund Balance	823,773
		Local Tax Levy (2% increase)	7,320,055
		Other Local Governments-Unrestricted	0
		Tuition	29,920
		Transportation	10,000
		Misc	1,791
		SEMI	25,984
		State Aid	5,334,656
		Withdraw from Capital Reserve	1,230,000
		Withdraw from Maintenance Reserve	199,310
		Transfers from other Funds	23,000
Total General Fund	14,998,489	General Fund Revenue	14,998,489
NP 192/193	175,476	NP 192/193	175,476
Pre-K	0	Pre-K Tuition	0
ESEA Title I, II, IV	169,473	ESEA Title I, II, IV	169,473
IDEA Basic & PK	215,000	IDEA Basic & PK	215,000
Local Projects	0	Local Projects	0
Total Fund 20	559,949	Special Revenue	559,949
TOTAL BUDGET	15,558,438	TOTAL REVENUES	15,558,438

3. Professional Development Workshops

NAME	WORKSHOP/CONFERENCE	DATE(S)/TIME	COST
Meghan Bollendorf	Annual Autism Workshop Lehigh University	April 20 th 8:00 AM – 12:00PM	\$85.00 (+ Mileage)

4. Payment of Bills (Bills Lists attached)

ACCOUNT PERIOD/BATCH #	TOTAL AMOUNT
Bills List #1 – Payroll 03/15/18	\$ 396,901.36
Bills List #2 – Payroll 03/30/18	\$ 384,172.12
Bills List #3 – A/P Batch #63	\$469,129.45
Bills List #4 – N/A	\$
Bills List #5 – A/P Batch #79	\$121.45
Cafeteria – A/P Batch #60	\$16,415.01
TOTAL	\$1,266,739.39

5. Ashok A. Patel, M.D., school physician, has joined Kennedy Health Alliance. Remainder of payments for the 2017-2018 school year will be made payable to Kennedy Health Alliance.
6. Approval of resolution 0418-01 to continue to purchase Electric Generation Services through the Alliance for Competitive Energy Services (ACES) Bid through May 2023.
7. Approval of resolution 0418-02 to continue to purchase Natural Gas Services through the Alliance for Competitive Energy Services (ACES) Bid through May 2023.
8. Agreement with Education, Inc. to provide hospital/homebound tutoring of education services for SID #7256819609 and SID #8001863124 for the 2017-2018 school year.
9. Contract with Bayada Home Health Care, Inc. to provide substitute school nursing services for the 2018-2019 school year.
10. General Services contract with Camden County Educational Services Commission for the 2018-2019 school year.
11. Pitney Bowes for postage meter rental (3rd year of 5 year, 3 month contract).
12. Addendum to extend the Agreement with Source4Teachers for the 2018-2019 school year.
13. Three-year Service Agreement with Republic Services to provide waste and recycle removal for the 2018-2019 school year (3rd year of 3 year agreement with 5% increase).
14. Contract with Xerox for 5 copiers (expires 11/1/21).

15. Contract with Stewart Business Systems (A Xerox Company) for maintenance, parts, labor and supplies for 7 printers (expires 10/23/19).
16. Contract with Xerox for Papercut Software (expires 1/24/22).
17. Tab Shredding, Inc. to destroy confidential material for the 2018-2019 school year.
18. Industrial Valley Gas and Diesel to perform two inspections of our generators to ensure proper maintenance and system operation for the 2018-2019 school year (3rd year of 3 year contract).
19. Agreement with Educational Data Services, Inc. for cooperative bid pricing, specifications and interactive software for the 2018-2019 school year.
20. Agreement with The Cooper Health System to provide services through the Employee Assistance Program for the 2018-2019 school year.
21. Service contract with Med-Flex to dispose of medical/infectious waste for the 2018-2019 school year (3rd year of 3 year contract).
22. Alfred I. DuPont Hospital for Children of the Nemours Foundation to provide in-patient educational services for the 2018-2019 school year.
23. School Dude for educational operations for the 2018-2019 school year.
24. Systems 3000 Visual Accounting, Payroll and Personnel professional services/support and license for the 2018-2019 school year.
25. Comcast Cable Communications Management, LLC Services Agreement (E-Rate) for the 2018-2019 school year (5th year of 5 year agreement).
- 26. Approve the renewal of health benefits for the 2018-2019 school year**
 - AmeriHealth PPO (Medical Health Insurance) 14.9 % increase
 - Benecard (Prescription) 5% increase
 - Delta Dental (Dental Benefits) year 2 of 2 0% increase
- 27. Recommend the Runnemede Board of Education reject all bids for renovations to Aline Bingham Elementary School, Grace Downing Elementary School, and Mary E. Volz Elementary School in which advertised bids were received, opened, and read on April 19, 2018 at 3:30 PM; WHEREAS the lowest bid substantially exceeds the cost estimates for the goods or services in accordance with the provisions of the Public Schools Contract Law, NJSA 18A: 18A-22 and based on recommendations by Garrison Architects; NOW, THEREFORE BE IT RESOLVED, that the Runnemede Board of Education reject and re-advertise the project.**

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

D. CURRICULUM – A motion was made by Maria Panzarella and seconded by Daniel Murray to Approve the following on the recommendation of the Superintendent:

1. **Samantha Villarini as a Student Teacher with Mrs. Vonderstuck beginning September 5, 2018 – December 14, 2018**
2. **Homebound Instruction for 10 hours for Student #3365292570**
3. **Approve the following Practicum Placements:**
 - a. **Ben Aha – Mr. Martin – May 11th – 23rd**
 - b. **Nancy Brown – Mrs. Anderson – May 11th – May 23rd**
 - c. **Tyler Witcraft – Mr. Michell – May 10th – May 22nd**
 - d. **Danielle DeFeo – Marianne Cramer (OT) – May 14th – May 31st.**

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

E. POLICIES/PUBLIC RELATIONS - A motion was made by Charles Buchheim and seconded by Angel Beebe to approve the following on the recommendation of the Superintendent:

1. Submission of SOA for Comprehensive Equity Plan School Year 2018 – 2019 to County Office
2. Accept donation from Donors choose project \$309.26 for 4 wobble chairs for Mrs. Zimmerman’s Second Grade
3. Volz School Band & Chorus Penny Wars Fundraiser
4. Bingham & Downing “A Bright Future for DIPG, Pediatric Cancer Research “ fundraiser on 6/14/18
5. Make A Wish Fundraiser for Mary Volz School from April 25th – May 16th.
6. HIB Report
7. **2017-2018 Revised Calendar**
8. **2018-2019 School Calendar**

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

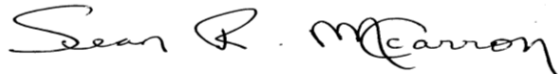
XVI. Recognition of Citizens and Staff – non-agenda items - None

XVII. Board/Committee Meetings

Reminder: Next regular BOE meeting date: May 15, 2018

XVIII. Adjournment - A motion was made by Charles Buchheim and seconded by Daniel Murray to adjourn the meeting at 8:12 pm

Respectfully Submitted

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

Sean R. McCarron, Ed.D.