

BOARD OF EDUCATION
Runnemede, N.J.

M I N U T E S

July 27, 2011
Regular Meeting

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 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. Meeting Called to Order 7:00 pm

Sunshine Law:

The Runnemede Board of Education Meeting is called to order. The Board of Education is in compliance with the sunshine regulations. This meeting was appropriately advertised by notifying the Retrospect, as well as posting notices in Borough Hall, The Runnemede Post Office, Mary Volz School, Aline Bingham School and Grace Downing School.

II. Pledge of Allegiance

III. Roll Call of Board Members:

| | |
|------------------------------|--------------------------|
| Angel Beebe – Present | Naomi Davidson – Present |
| Amy Farry – Present | Colleen Kurth – Present |
| Maria Panzarella – Present | Patricia Smith – Present |
| Samantha Spaulding – Present | Lynn Torrillo – Absent |
| John Wark - Present | |

Also Present:

Nancy Ward, Superintendent of Schools
Valerie Carmody, Interim Business Administrator/Board Secretary
Mark Iannucci, Principal – Mary Volz School
Janet Fiola, Child Study Team Coordinator
Mark Speck, Maintenance Technician/Supervisor
Staffmembers, residents and parents

IV. Approval of Minutes –

Motion by Mrs. Beebe Seconded by Mrs. Panzarella

Approve the minutes of the following meetings.
 Regular Meeting and Executive Session – June 22, 2011
 Special Meeting—July 12, 2011
 Special Meeting – July 18, 2011

ROLL CALL VOTE: Yes 8 No 0 Abstain Absent 1

With Mrs. Kurth
 abstaining for July 18

V. Correspondence –

1. Presentation of Anti-Bullying Policy – Dr. Ward

VII. Open Public Comment

The Board President opened the meeting to 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.
 (just before the resolution is voted on)
5. Limit your comments to the specific resolution/items.
6. Limit your comments to (3) minutes per person.

Attendee John Schmidt inquired if the attorney of the Board of Education was paid for reviewing the anti-bullying policy. Mr. Schmidt inquired if the Board has issued a new contract to Dr. Ward and suggests that the board should look at the compensation of the Superintendent in consideration of other districts of similar size and stated his belief that the salary looked a little high.

Hearing no further public comment, the President closed the comment session of the meeting.

VIII. Reports

- a. Superintendent's Report (on file)
- b. Business Administrator's, Buildings & Grounds Report (on file)
- c. Principals' Reports (on file)
- d. Nurses' Reports (on file)
- e. Special Education Report (on file)
- f. Committee Reports
 - Camden County Educational Services Commission Report –No report
 - NJSBA Report – No report
 - Black Horse Pike Regional – No report

- Policy/Public Relations - Member Smith reported that the committee met on July 18 and reviewed policies which required language changes and drafted a new policy proposal for support staff sick leave payment at retirement.
- Negotiations – Progress
- Finance – None
- Personnel – Committee met with a Business Administrator candidate for an interview and recommends interviewing additional candidates with experience
- Property – The superintendent’s report included updated information

IX. Old Business – none

X. New Business –

a. PROPERTY & TRANSPORTATION

Motion by Mrs. Kurth Seconded by Mrs. Davidson

Approve the following on the recommendation of the Superintendent:

1. Disposal of obsolete equipment per the attached Physical Inventory Count Sheet (Technology)
2. Adopt a resolution to amend the approved Long Range Facilities Plan to include a proposed renovation to the home economics room to a food service kitchen preparation facility and to authorize the Superintendent, Business Administrator, Board President, and or Architect of Record, Garrison Architects, to submit to the New Jersey Department of Education an application and documentation for this Change in Use Project at the Mary Volz School for which the district acknowledges there is no state aid.
3. Facility Use

| Facility | User | Purpose | Date | Time |
|-----------------|-----------------|-------------------------------|---------|--------------------|
| Volz Music Room | Robert D’Errico | Musical Instrument Demo Night | 8-23-11 | 6:30 pm to 8:00 pm |

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

b. PERSONNEL

Motion by Mrs. Kurth Seconded by Mrs. Davidson

Approve the following on the recommendation of the Superintendent:

1. Staff changes for the 2011-2012 school year at Mary Volz School –(FYI)

2. Suzanne Catarro, Central Office Secretary (part-time/no benefits) 25/hrs. week @ \$12.50 per hour. Start date will be August 1, 2011.
3. Ratify and affirm the Employment Agreement for Valerie Carmody as Interim Business Administrator/Board Secretary as approved by the Executive County Superintendent of Schools for the period July 1, 2011 through November 30, 2011. (No changes have been made; this approval is ratified per date of ECS issued approval date.)
4. Ratify and affirm the salary for Dr. Nancy Ward, Superintendent of Schools, at the 2010-11 contract salary amount of \$136,503.

ROLL CALL VOTE: Yes 8 No 0 Abstain 0 Absent 1

Motion by Mrs. Panzarella Seconded by Mrs. Kurth

Approve the following on the recommendation of the Superintendent:

6. Continued participation in the Educational Data Services, Inc. NJ Cooperative Bidding program with License and Maintenance fees for school year 2011-12 of \$2,900.
7. Child Nutrition Program School Breakfast, Lunch, and Milk prices for the 2011-12 school year as follows:

| <u>Breakfast</u> | Paid | Reduced |
|------------------|--------|---------|
| Student | \$1.50 | \$0.30 |
| Adult | \$2.00 | |
| Milk | \$0.50 | |
| <u>Lunch</u> | | |
| Student | \$2.55 | \$0.40 |
| Adult | \$3.75 | |
| Milk | \$0.50 | |

8. An interlocal service agreement between EIRC (Educational Information & Resource Center) and Runnemede School District for delivery of products and services for the 2011-12 school year.
9. Certificate of Determination and Award of the Grant Anticipation Note Authorized on May 25, 2011 for the Note dated July 7, 2011, maturing July 6, 2012, numbered 2011-1, bearing interest at the rate of 2.25% per Annum payable at maturity, Oppenheimer & Co., Inc.
10. Tuition contracts for the 2011-12 school year for the placement of students in the listed out-of-district placement as per IEP:

| Student ID | Placement | Purpose | Cost |
|------------|--------------------|---------|-------------|
| 8603896991 | Archbishop Damiano | Tuition | \$44,913.46 |
| 6847236573 | Archbishop Damiano | Tuition | \$44,913.46 |

| Student ID | Placement | Purpose | Cost |
|------------|--------------------|------------|-------------------|
| 7813462374 | Archbishop Damiano | Tuition | \$44,913.46 |
| 2731581868 | Durand | Tuition | \$44,810.60 |
| | | Aide – ESY | \$ 5,550.00 |
| 6873586360 | YALE | Tuition | \$50,870.40 |
| 8193087189 | YALE | ESY only | \$ 7,267.20 |
| 179627751 | GCSSSD | ESY | \$ 3,825.00 |
| 5432100696 | GCSSSD | ESY | \$ 3,825.00 |
| 5781098053 | GCSSSD | ESY w/aide | \$ 3,825.00 + TBD |
| 2043172384 | GCSSSD | ESY w/aide | \$ 3,825.00 + TBD |
| 5327375089 | GCSSSD | ESY w/aide | \$ 3,825.00 + TBD |

11. Transfer of 2011-12 funds as follows and authorize purchase of 10 interactive whiteboards.

| | | |
|---------------------------|---------|----------------------|
| FROM 11 190 100 610 BI 15 | \$2,000 | TO 12 120 100 730 AD |
| 11 190 100 610 DO 15 | \$5,700 | TO 12 120 100 730 AD |
| 11 190 100 610 VZ 15 | \$3,000 | TO 12 120 100 730 AD |
| 12 000 230 730 AD | \$8,000 | TO 12 120 100 730 AD |
| 12 000 252 732 AD 15 | \$2,000 | TO 12 120 100 730 AD |

12. Purchased Services Agreement with Gloucester County Special Services School District CRESS for consultation services for Deaf/Hard of Hearing/Cochlear Implant for 3 hours per week, 108 total hours, at the rate of \$120/hour, a total of \$12,960 for services paid as rendered/billed.
13. Salary guides for 2011-12 for cafeteria and playground/supervisory aides as follows:

| CAFETERIA | |
|-----------|---------|
| STEP | 2011-12 |
| 1 | 7.50 |
| 2 | 7.70 |
| 3 | 7.90 |
| 4 | 8.10 |
| 5 | 8.20 |
| 6 | 8.35 |
| 7 | 8.70 |
| 8 | 8.80 |
| 9 | 9.05 |
| 10 | 9.10 |
| 11 | 9.20 |
| 12 | 9.60 |
| 13 | 9.85 |
| 14 | 10.50 |
| 15 | 10.95 |
| MAX | 11.35 |
| OG | |
| guide | 12.30 |

PLAYGROUND/SUPERVISORY AIDES

| STEP | 2011-12 |
|------|---------|
| 1 | 7.50 |
| 2 | 7.65 |
| 3 | 7.75 |
| 4 | 8.30 |
| 5 | 8.65 |
| 6 | 8.80 |
| 7 | 9.00 |
| 8 | 9.15 |
| MAX | 9.70 |

14. Appointment of the following cafeteria aides and playground/supervisory aides effective September 1, 2011 through June 30, 2012 at the hourly rates listed with daily schedule hours to be determined and ratified in September.

| CAFETERIA | 2011-12 | |
|---------------------|---------|-------|
| | Step | Rate |
| Arizzi, Annette | 2 | 7.70 |
| Bell, Joan | 14 | 10.50 |
| Busillo, Lisa | 12 | 9.60 |
| Condora, Sharon | 3 | 7.90 |
| D'Ilario, Dana | 2 | 7.70 |
| Deal, Dorothy | Max | 11.35 |
| Mosetter, Gina | 10 | 9.10 |
| Polk, Joanne | 4 | 8.10 |
| Zanolli, Madeline | off | 12.30 |
| Sdanowski, Kathleen | 15 | 10.95 |

| PLAYGROUND | 2011-12 | |
|-----------------------|---------|------|
| | Step | Rate |
| Carter, Danielle | 2 | 7.65 |
| Farnese, Dolores | 5 | 8.65 |
| Hambrose, Lynn | 4 | 8.30 |
| Harkinson, Dorothy | 7 | 9.00 |
| Heintzleman, Kathleen | 7 | 9.00 |
| Holshue, Maryann | 5 | 8.65 |
| Knause, Doris | 5 | 8.65 |
| Manysab, Anna | 8 | 9.15 |
| Marino, Kathleen | 8 | 9.15 |
| Nolan, Loretta | Max | 9.70 |
| Sparano, Romona | 6 | 8.80 |

15. Amend the salary of new hire, Ms. Jennifer Majewski, which was approved July 12, 2011 at a BA, Step 1, salary \$47,100 to BA + 15, Step 1, salary \$48,200 for the 2011-2012 school year.
16. Approve the job description for Assistant Principal/Curriculum Supervisor.

ROLL CALL VOTE: Yes 8 No 0 Abstain 0 Absent 1

c. FINANCE

Motion by Mrs. Kurth Seconded by Mrs. Panzarella

Approve the following on recommendation of the Superintendent:

1. Recommendation for approval of the following certification and financial reports:

Pursuant to N.J.A.C. 6A: 23A-16.10(c) 4 we certify that as of 2011, after review of the Board Secretary's Report and upon consultation with the appropriate district officials that, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A: 23A-16.10(c) 4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Bills List #1 - \$353,320.15 (payroll)
 Bills List #2 - \$353,837.14 (payroll)
 Bills List #3 - \$128,732.41 (payroll)
 Bills List #4 - \$118,709.64
 Bills List #5 - \$1,197.88
 Bills List #6 - \$505,374.48 (revised)
 Board Secretary's Report – Preliminary June 30, 2011
 Treasurer's Report – not available at this time
 Transfers – June 2011 (revised)
 Cash Report – June 2011
 Cafeteria Disbursements – June 20, 2011 - \$22,662.48

2. Professional Development Workshops

| Name | Workshop/Conference | Date(s)/Time | | Registration Fee |
|--------------|--|--------------|--------------------|------------------|
| Lori Laundra | Free & Reduced Price Application Workshops for Determining Officials | 8-25-11 | 10:00 am – 1:00 pm | \$0 |

3. Approve the 2011-2012 contract with Kennedy University Hospital to examine and treat our students who are suspected of substance abuse.

ROLL CALL VOTE: Yes 8 No 0 Abstain 0 Absent 1

d. CURRICULUM – No Report

e. POLICIES/PUBLIC RELATIONS

Motion by Mr. Wark Seconded by Mrs. Kurth

Approve the following on recommendation of the Superintendent:

1. Polices for approval – 1st Reading:

- | | |
|--------|--|
| #1230 | Superintendent’s Duties Policy |
| #1522 | School Level Planning Policy |
| #4432 | Support Staff Sick Leave Reimbursement |
| #5512 | Harassment, Intimidation and Bullying |
| #5512R | Harassment, Intimidation and Bullying |
| #8461 | Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and other Drug Abuse |
| #8461R | Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and other Drug Abuse |

ROLL CALL VOTE: Yes 8 No 0 Abstain 0 Absent 1

XI. Public Comments (on any item)
Audience Recognition and Public Comment

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 1312). 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.

Attendee John Schmidt inquired or noted the following:

- Does the Board of Education send members to the NJSBA convention or is the district planning to do so this year?
- In the hiring of a new Business Administrator, expresses that they should be familiar with Open Public Records Act.
- A list of issues from the last Board meeting were responded to by Dr. Ward, and Mr. Schmidt appreciates the response. However, Mr. Schmidt intends to file a complaint against the district and individual members regarding a request for e-mails issued on

personal computers that indicate business was conducted by those emails, in his opinion. Mr. Schmidt will seek the records through the legal process. Dr. Ward responded for the record that the Board was not and does not conduct business and decision-making by e-mail.

Hearing no further comment, the President closed the public comment session.

XII. Executive Session – None

XIII. Adjournment at 7:57

pm

Motion by

Mrs. Davidson

Seconded by

Mrs. Kurth

Respectfully submitted,

Valerie J. Carmody
Interim Business Administrator/Board Secretary