

**BOARD OF EDUCATION  
Runnemede, N.J.**

**A G E N D A**

**October 21, 2009**

**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 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. Meeting Called to Order AT 7:00 P.M.

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:

Mark Bergman-present	Robin Spraggins-present
Debra Costello-present	Samantha Spaulding-absent
Naomi Davidson-present	Lynn Torrillo-present
Margie Frasca-absent	John Wark-present
Colleen Kurth-present	

**Also Present:**

Nancy Ward, Superintendent of Schools  
Kelly Brazelton, Business Administrator/Board Secretary

Marie Gallagher, Principal – Downing & Bingham Schools  
 Mark Iannucci, Principal – Mary Volz School  
 Stephen Pili, Assistant Principal – Mary Volz School  
 Janet Fiola, Child Study Team Coordinator

IV. Approval of Minutes

Motion by Mrs. Davidson      Seconded by Mr. Wark

- a. Recommend that the Board of Education approve the regular session and executive session minutes of the September 23, 2009 BOE Meeting.

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

V. Correspondence (*white*)

1. New Jersey School Boards Association Insurance Group 2009 Safety Grant Program- Certificate

2. Thanks to the efforts of Ms. Grasso, the Runnemede staff collected \$525.00 (Lee Denim Day) toward the fight against breast cancer.

VI. Special Presentation

- a. Public Hearing of the Electronic *Violence & Vandalism Report* for the 2008-09 School Year – Mrs. Ward at 7:02 p.m.

VII. Open Public Comment

Notation of Public Comments on Agenda Items

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.  
(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.

No public comments at this time.

VIII. Reports (*yellow*)

- a. Superintendent's Report
- b. Business Administrator's, Buildings & Grounds Report (as attached)
- c. Principal's Report (attached)
- d. Nurses Report (attached) Nursing Plan for the 2010 School Year (attached)
- e. Special Education Report (see attached)
- f. Committee Reports
  - Camden County Educational Services Commission Report (Costello)-Nothing to report
  - NJSBA Report (Davidson)-workshop next week
  - Black Horse Pike (Kurth)-re-districting a conflict at BHPR right now.
  - Policy/Public Relations –met three times to go over policies and QSAC standards

IX Old Business

X. New Business

**a. PERSONNEL** (*blue*)

Motion by Mrs. Spraggins      Seconded by Mrs. Costello Costello

Request approval of the following on the recommendation of the superintendent:

1. Ms. Jamie Sprouse as an additional certified aide in the morning and afternoon Preschool Disabilities Program. Ms. Sprouse's start day will begin when we receive her criminal clearance. (see attached memo from Mrs. Fiola)

2. Mrs. Simone Falasca as a one-on-one hourly aide at the Downing School. (see attached memo from Ms. Gallagher)

3. The following Student Teachers from January, 2010 – May, 2010.

*Student Teacher*

Nicole Soderholm  
Eileen Sheffield

*Cooperating Teacher*

Linda Shreiber  
Jonathan Hinkson

Field Experience (15 hr)      Cooperating Teacher(s)

Kevin Kirschner

Linda Schreiber/Karlie Magazu

4. Extension of return date from maternity leave for employee #168 from February 12, 2010 to March 8, 2010.
5. The following sub/subs: (all criminally cleared)
  - Katie Jenkins
  - Sara Gleason
  - Melissa Michielli
6. Resignation with intent to retire, effective June 30, 2010, from Mrs. Susan Milon. (attached)
7. Request from Mrs. Milon to take an unpaid leave of absence from December 11 – 23, 2009 due to family matters.
8. Runnemedede Board of Education to enter into negotiations with the Runnemedede Education Association. The REA contract will expire June 30, 2010.
9. Sidebar agreement with the REA to include the *CST Coordinator* position. (attached)
10. Employee #121 requests medical leave from 11/5/09 through January 1, 2010.
11. The following individuals for the 2009-2010 school year for homebound instruction at \$35/hour.
  - Karen Clements
  - Jenna Pulcinella
  - Jen Mazza
  - Mary Kay Grasso
  - Julianna Pray
  - Lori Carroll
  - Lorraine Sirolli
  - Cindy King
  - Christian Whipple
  - Peg Lyle
  - Laura Burns
  - Barbara Cavallaro
  - Cathleen Bryan

12. Letter from Mrs. Dothory Deal requesting a change in work days. Mrs. Deal currently serves as a Food Service Aide 5 days per week. Mrs. Deal is requesting she work only four days per week for personal reasons. Starting December 1, 2009 ending June 15, 2010.
13. Kathleen Heintzelman as substitute one day per week for Mrs. Deal at \$7.60 per hour starting December 1, 2009 through June 15, 2010.
14. Terry Friel as substitute playground aides one day per week for Kathleen Heintzelman at \$7.45 per hour starting December 1, 2009 through June 15, 2010

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

**c. FINANCE** (*green*)

Motion by Mrs. Spraggins Seconded by Mrs. Costello

Approve the following on the recommendation of the superintendent:

1. The Board of Education that as of this date and 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 fund balance has been overspent in violation of N.J.A.C.6A:23-2.12-(a) 1 and that sufficient funds are available to meet the district's financial obligations as of this date.

Bills List #1-\$ 351,909.61 (September 30<sup>th</sup> payroll)  
 Bills List #2- \$ 19,371.25 (Debt Service interest payment)  
 Bills List #3 – 339,220.61  
 Board Secretary's Report  
 Transfers (as attached )

2. Approval of a tuition contract with Camden City for two students. These students are attending school within the district.
3. Approval of tuition reimbursement for Jenna Pulcinella in the amount of \$2,000.

4. Approval to participated in Bid A-30 Camden County Cooperative Pricing System for Copy and Computer Paper and Envelopes.
5. Approval of contract July 1, 2009- June 30, 2010 with Protocall for substitute School Nurse services as attached.
6. Approval of contract with American Appraisal in the amount of \$3,450. This organization will tag fixed assets over \$500 and provide reports necessary for the audit and insurance purposes.
7. Donation (unknown value) of colored paper (approximately 2 cases) from an 8<sup>th</sup> grade parent. Donor wishes to remain anonymous.
8. Approval of amendment to 08-09 IDEA grant. Amendment due to change in Non Public budget.
9. Resignation of Mrs. Pray as Cheerleading Coach for the 2009-2010 school year.
10. Approval of Mrs. Karaska as Cheerleading Coach for the 2009-2010 school year.
- 11, Resignation of Mrs. Guzik as Yearbook Advisor for the 2009-2010 school year.
12. Approval of Mrs. Holmes as Yearbook Advisor for the 2009-2010 school year.
13. Approval of a interlocal agreement with Gloucester Township school district to provide transportation at \$150 per trip to St. John of God for the 2009-2010 school year effective November 1, 2009
14. Approval for payment to teaching staff who attended IEP meetings over the summer months at \$27 per hour.
15. Professional Development (attached)
16. Bills list #3 \$\$357,044.67 (October 15<sup>th</sup> payroll)
17. Bills list #4 \$25,403.85 (Transportation, OOD tuition)

18. Contract with Staff Development Workshops \$1500 for professional development-Writing Workshop on November 4, 2009
19. Contract with the Camden County Health Department to use the facility for an H1N1 flu clinic for students and staff. (dates to be determined).

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

**d. CURRICULUM** (*pink*)

Motion by Mrs. Spraggins Seconded by Mrs. Costello

Approval of the following on the recommendation of the superintendent:

1. Nursing Services Plan
2. Overview of Process for Intervention & Referral Service.(attached)
3. Summary of Team Process for Intervention and Referral Services. (attached)
4. Student Council Halloween Activities. (attached)
5. Violence, Vandalism and Substance Abuse (VV-SA) Incident Report Form. (attached)

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

**e. POLICIES/PUBLIC RELATIONS** (*purple*)

Request approval of the following on the recommendation of the Superintendent:

Motion by Mr. Wark Seconded by Mrs. Costello

1. The 2nd reading of policy #0142.1 (Nepotism)  
 Policy # 1570-Internal controls (with Regulations)  
 Policy # 6111-Special Education Medicaid Initiative (SEMI)  
     Policy # 6141-Tax Revenues  
     Policy #6350 – Competitive Contracting (with Regulations)  
     Policy #6421 – Purchases Budgeted (with Regulations)  
     Policy #6422 - Budget Transfers (with Regulations)

- Policy #6470 – Payment of Claims (with Regulations)
- Policy #6510 – Payroll Authorization
- Policy #6620 – Petty Cash (with Regulations)
- Policy #6640 – Cafeteria Fund
- Policy #6660 – Student Activity Fund
- Policy #6810 – Financial Objectives (with Regulations)
- Policy #6830 – Audit and comprehensive Annual Financial Report
- Policy #7300 – Disposition of Property (with regulations 1-4)
- Policy #7410 – Maintenance and Repair
- Policy #7650 – School Vehicle Assignment, Use, Tracking and Maintenance and Accounting

2. The 1<sup>st</sup> reading of the following policies:

- #2360 Use of Technology
- #2417 Pupil Intervention and Referral services
- #2510 Adoption of Textbooks
- #2531 Use of Copyrighted Materials
- #2610 Educational Program Evaluations
- #2622 Pupil Assessment
- #5200 Attendance
- #5240 Tardiness
- #5512.01 Harassment, Intimidation/Bullying
- #5530 Substance Abuse
- #5600 Pupil Discipline/Code of Conduct
- #5611 Removal of Pupils from General Education Program for Weapons/Firearms Offenses
- #6471 School District Travel
- #6471 School District Travel Procedures
- #8442 Reporting Accidents
- #8461 Reporting Violence/Vandalism, Alcohol and other Drug Abuse
- #8467 Weapons

3. Letter from Michelle DiMatties to hold the 2009-2010 holiday drive.

4. “Bracelet Fundraiser” to help a Runnemedede family. (memo attached from Ms. DiMatties)

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



10. 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.

No public comments at this time.

11. Executive Session to discuss personnel, contractual and legal matters at 7:43 p.m.

Motion by Mrs. Costello Seconded by Mrs. Davidson

Resolved that pursuant to Section 8 of the Public Meetings Act, the public shall be excluded from that portion of the meeting involving the discussion of personnel, legal and contractual matters. Further resolved that discussion of such subject matters discussed in Executive Session can be disclosed to public, upon official action, if any, at the conclusion of the executive session, or at a public session at some later date.

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

13. Return to Public Session at 8:21 p.m.

14. Adjournment or Recess on a motion by Mr. Wark seconded by Mrs. Torrillo at 8:28 p.m.

Respectfully Submitted,

Kelly Brazelton  
Board Secretary