

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

**MINUTES**

**November 18, 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 7:02 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-absent/present 7:10 p.m.	Robin Spraggins-present
Debra Costello-absent	Samantha Spaulding-present
Naomi Davidson-present	Lynn Torrillo-present
Margie Frasca-present	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

IV. Approval of Minutes

Motion by Mr. Wark \_Seconded by Mrs. Kurth

- a. Recommend that the Board of Education approve the regular session and executive session minutes of the October 21, 2009 BOE Meeting.

ROLL CALL VOTE: Yes 5 No 0 Abstain 2 (Frasca, Spaulding) Absent 2

V. Correspondence (*white*) *No correspondence this month*

VI. 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.

VII. Reports (*yellow*)

- a. Superintendent's Report
- b. Business Administrator's, Buildings & Grounds Report (as attached)
- c. Principal's Report (attached)
- d. Nurses Report (attached)
- e. Special Education Report (see attached)
- f. Committee Reports
  - NJSBA Report (Davidson)
  - Black Horse Pike (Kurth)

- Policy/Public Relations

IX Old Business

X. New Business

**a. PROPERTY & TRANSPORTATION** (*gold*)

Motion by Mrs. Spaulding Seconded by Mrs. Spraggins

Approve the following on the recommendation of the Superintendent:

1. Mrs. Nancy Bada to accompany interested 8<sup>th</sup> grade students on a day trip to Camden County Technical School on February 17, 2010. All permission slips will be signed and returned. Transportation to be provided by Camden County Technical School.
2. Disposal of assets at attached: various computers, monitors, laptops and one typewriter beyond useful life.
3. Advertisement of Bid packages and schedule for roofing construction projects at attached.
4. Comprehensive Maintenance Plan for the 2010-11 school year at attached.
5. Award quote for snow removal to Quality Landscaping
6. Use of facility as follows:
  - A. After School Club sponsored by the Municipal Alliance December 1, 2009- May 27, 2010 from 3:00pm-4:00 Pm. Tuesdays and Thursdays
  - B. RYAA- Basketball January 14<sup>th</sup>-March 21<sup>st</sup> 6:00 pm-9:00pm Monday through Friday, Saturdays 12:00pm-3:30pm. (some dates may not be available due to prior scheduled events)
  - C. Men's Basketball League November 17, 2009 – June 15, 2010 9:00pm-11:30pm Tuesdays and Thursdays (some dates may not be available due to

prior scheduled events)

7. Award contract for sports transportation to first student:  
Quotes were obtained from:

First student: \$2,955.00  
Holcomb: \$3,660.00  
McGough: No Quote

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

**b. PERSONNEL** (*blue*)

Motion by Mrs. Spraggins      Seconded by Mr. Wark

Approve the following on the recommendation  
of the Superintendent:

1. Employee #67 to take family leave from November 10, 2009 through November 20, 2009.
2. Approve Mrs. Kristen Mitchell for Homebound Instruction.
3. Holly Enders as a substitute nurse. (pending criminal history clearance)
4. Joan Vance (one of our student teachers) as a substitute teacher. (pending criminal history clearance)
5. Andrea Blizzard as a substitute teacher. (criminal history has been cleared)
6. Source4Teacher Substitute list. (attached)
7. Ms. Jennifer White who will be substituting for employee #121 while out on medical leave. (11/19/09 – 1/4/2010)

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

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

Motion by Mrs. Davidson Seconded by Mrs. Spaulding

Approve the following on the recommendation of the Superintendent:

1. Recommendation that 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. 6:20-2.13(b), and that sufficient funds are available to meet the district's financial obligations as of this date.

Bills List #1- \$366,970.46

Bills List #2- \$28,301.54

Bills List #3- \$410,339.94

Treasurer's Report –September, October 2009

Board Secretary's Report

Transfers (as attached)

2. Professional Development (attached)
3. Resolutions to participate in ACES (Alliance for Competitive Energy Services) as attached for Natural Gas Service and Competitive Energy Services.
4. Move that the annual audit for the year ended 2008-2009 be accepted and placed on file. The audit report is included in section 2, the financial section, of the Comprehensive Annual Financial Report, and that the following corrective action plan be implemented as attached:

Note: The corrective action plan may be approved at the same meeting as the audit, or a subsequent meeting that is held within 30 days of acceptance of the audit.

5. Establish a fee schedule for substitute Aides:
  - Substitute Aides for *non-certificated aide* positions- \$8.25/hr
  - Substitute Aides for *certificated aide* positions-\$65/day
 The recommended fee schedule reflects the level of responsibility associated with each substitute.

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

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

Motion by Mrs. Spaulding Seconded by Mrs. Frasca

Approve the following on the recommendation of the Superintendent:

1. Student #5574 for Homebound Instruction (medical)

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

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

Motion by Mrs. Spraggins Seconded by Mrs. Davidson

Approve the following on the recommendation of the Superintendent:

1. Policies for 1<sup>st</sup> Reading:

- #1220 – Employment of Chief School Administrator
- #1240 – Evaluation of Superintendent
- #1400 – Job Description
- #1510 – Rights of Persons with Handicaps or Disabilities/Policy on Non-Discrimination
- #1522 – School-Level Planning
- #1523 – Comprehensive Equity Plan
- #1530 – Equal Employment Opportunities
- #1550 – Affirmative Action Program for Employment and Contract Practices/Employment Practices Plan

2. Policies for 2<sup>nd</sup> Reading

- #1570 – Internal Controls (with Regulations)
- #6111 – Special Education Medicaid Initiatives (SEMI)
- #6141 – Tax Revenues
- #6350 – Competitive Contracting (with Regulations)
- #6420 – Purchases Budgeted (with Regulations)
- #6422 – Budget Transfers (with Regulations)
- #6470 – Payments of Claims (with Regulations)
- #6510 – Payroll Authorizations
- #6620 – Petty Cash (with Regulations)
- #6640 – Cafeteria Fund
- #6660 – Student Activity Fund
- #6810 – Financial Objectives (with Regulations)
- #6830 – Audit & Comprehensive Annual Financial Report
- #7300 – Disposition of Property (with Regulations 1-4)
- #7410 – Maintenance and Repair

#7650 – School Vehicle Assignments, Use, Tracking and  
Maintenance and Accounting

**3. Resolution To Submit DPRS and Statement of Assurance  
New Jersey Quality Single Accountability Continuum**

**Whereas**, the Runnemede Board of Education in the County of Camden is undergoing evaluation under NJ QSAC for the 2008-2009 school year, and

**Whereas**, N.J.A.C 6A:30-3.2 (f) requires participating school districts to hold a public meeting to approve the submission of the district's DPR responses and the Statement of Assurance with respect to this process, and

**Whereas**, the Runnemede Board of Education in the County of Camden has reviewed the districts DPR responses and Statement of Assurance and hereby approves these documents.

**Now Therefore Be It Resolved**, that the Runnemede Board of Education does hereby authorize the Superintendent of Schools to submit the attached DPRS and Statement of Assurance to the Commissioner of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

4. The 2<sup>nd</sup> reading of the following policies:

- Policy # 2360 – Use of Technology
- Policy # 2417 – Pupil Intervention and Referral Services
- Policy # 2510 – Adoption of Textbooks
- Policy #2531 – Use of Copyrighted Materials
- Policy #2610 – Educational Program Evaluations
- Policy #2622 – Pupil Assessment
- Policy #5200 - Attendance
- Policy #5240 - Tardiness
- Policy #5512.1 Harrassment, Intimidation/Bullying
- Policy #5530 – Substance Abuse
- Policy #5600 – Pupil Discipline/Code of Conduct
- Policy #5611 – Removal of Pupils from General Education  
Program for Weapons/Firearm Offenses
- Policy #6471 – School District Travel
- Policy #8442 – Reporting Accidents
- Policy #8461 – Reporting Violence/Vandalism, Alcohol and other  
Drug Abuse
- Policy #8467 – Weapons

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

10. Public Comments (on any item) at 7:40 p.m.

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.

Boy Scouts were present at the meeting, they were there to achieve their citizenship and community badges.

11. Executive Session to discuss personnel, contractual and legal matters at 7:40 p.m.

Motion by Mr. Wark 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 8 No 0 Abstain 0 Absent 1

12. Return to Public Session at 8:10 p.m.
13. Presentation of the 2008-2009 Audited Financial Statements by Mr. Raymond Colavita-Auditor.

The Board discussed Shared Services. It was asked to invite the Bellmawr Board of Education to the next regularly scheduled meeting to discuss with the Executive County Superintendent questions and concerns they have.

14. Adjournment or Recess at 9:20 p.m.

Respectfully Submitted,

Kelly Brazelton  
Board Secretary