

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

MINUTES

December 16, 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 6:02 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-present | Robin Spraggins-present |
| Debra Costello-present | Samantha Spaulding-present 6:05 p.m |
| 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
 Doug McGarry, Supervisor, Buildings & Grounds

IV. Presentations:

- a. Students of the Month – Volz School (attached)
- b. Ms. Margaret Nicolosi, Executive County Superintendent of Schools

Mrs. Nicolosi spoke to the Board about consolidation and shared services.

Mrs. Nicolosi stated that as vacancies occur she is asking districts to engage in discussions with one another to see if one district is willing to help another. She said that she and the state are looking for business efficiencies so that more tax payer money goes to school district programs.

Mrs. Nicolosi also stated that if she had to she has the authority to red-line budgets and decrease line items if she feels that districts are not exercising business efficiencies.

Several Board members spoke with regard to sharing Business services with Bellmawr Board of Education.

V. Approval of Minutes at 7:14 p.m.

Motion by Mrs. Frasca_Seconded by Mrs. Spaulding

- a. Recommend that the Board of Education approve the regular session and executive session minutes of the November 18, 2009 BOE Meeting.

ROLL CALL VOTE: Yes 8 No 0 Abstain 1 (Costello) Absent 0

VI. Correspondence (*white*)-

Letter from Woodlynne School District
 Card from ASG&L

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.

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)
- e. Special Education Report (see attached)
- f. Committee Reports
 - Black Horse Pike (Kurth)-redistricting in process for BHPR
 - Policy/Public Relations-met several times, polices are on agenda for approval tonight.

There was a discussion on shared services and state aid.

IX. Old Business

X. New Business

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

Motion by Mr. Wark Seconded by Mrs. Spaulding

Approve the following on the recommendation of the Superintendent:

1. Use of facilities as attached

Mrs. Ward discussed the use of facility request for RYAA soccer. RYAA has requested to use the soccer fields when no district employee is present. Mrs. Ward explained that a meeting was held with Administration and RYAA administration to discuss this request. RYAA has offered to add a code of conduct for parents to sign. A letter would be drafted indicating the parameters of the RYAA request to use soccer fields and that this is being approved on a trial basis for one soccer season.

ROLL CALL VOTE: Yes 9 No 0 Abstain 0 Absent 0

b. PERSONNEL (*blue*)

Motion by Mrs. Frasca Seconded by Mr. Wark

Approve the following on the recommendation of the Superintendent:

1. Clinical Practice Placement – 1/19/10 – 5/7/10

| <u>Student Teacher</u> | <u>Cooperating Teacher</u> |
|------------------------|--|
| Heather Burke | Robin Clark – 1 st Grade |
| Alison Gunn | Janice Zimmerman – 7 th Grade |

2. Source4Teachers list of substitutes.(attached)

3. Robert W. Hood as a substitute teacher (all paperwork complete and in order)

4. Maternity/Child Care Leave Request:

Employee #242 effective February 19, 2010 – September 1, 2010

5. Medical Leave of Absence for employee #90 effective December 10, 2009 through February 28, 2010

6. The following Activities/Stipends:

| <u>Employee</u> | <u>Activity</u> | <u>Stipend</u> |
|-------------------|-----------------|----------------|
| Christie Kerslake | Title IV Coord. | \$2,057.00 |
| Denise Bittle | Scrabble | \$268.03 |
| Karlie Magazu | Math Club | \$670.08 |
| Lori VanHook | Science Club | \$670.08 |
| Linda Schreiber | Technology Club | \$670.08 |
| Lisa Maitag | Newsletter | \$335.04 |

7. Mr. Christopher McBride to substitute for employee #168 while out on maternity leave from December 17, 2009 through March 8, 2010.
8. Family leave request for employee #316 from December 14, 2009 through March 14, 2010. (intermittent days)
9. Family leave request for employee #30 effective December 16, 2009 through the month of January, 2010.
10. Extension of medical leave for employee #121. Return date, which was approved for January 4, 2010, has been extended to January 11, 2010 due to complications from surgery.
11. Amy Taft as a substitute teacher. December 17, 2009 through June 30, 2010. (all paperwork complete)
12. Jessica Forte as a substitute teacher. December 17, 2009 through June 30, 2010. (all paperwork complete)

ROLL CALL VOTE: Yes 9 No 0 Abstain 0 Absent 0

c. FINANCE (*green*)

Motion by Mrs. Frasca Seconded by Mrs. Spraggins

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- \$804,493.33

Bills List #2- \$270,676.27

Bills List #3 – \$29,404.95

Treasurer's Report

Board Secretary's Report

Transfers (as attached)

Food Service Report
Cash Report

2. Professional Development (attached)
3. MS Read-a-Thon Fundraiser to run from January 21, 2010 through February 19, 2010. Mrs. Devon Anderson will be in charge of this fundraiser.
4. Tuition contract from November 16, 2009 through June 30, 2009 with Archbishop Damiano School in the amount of \$42,719 prorated.
5. Contract with Center for Family Guidance to provide psychological evaluations for the period of January 1, 2010 through 6/30/2010 in the amount of \$450 per evaluation.
6. The following staff members to serve as After School Detention Monitors for the 2009-2010 school year at a rate of \$35.00 per hour.

Lori Carroll-Kline
Mary Kay Grasso
Jennifer Mazza
Sue Kelleher
Janice Zimmerman
7. Guide for Standard Operating Procedures and Internal Controls (this is a mandatory document per new regulations).
8. Tuition reimbursement for Jonathan Hinkson \$2,000
9. Resolution to participate with Educational Data Services, Inc., a cooperative purchasing entity, for the 2009/2010 and 2010/2011 school years.
10. Resolution, in accordance with N.J.A.C. 6A:23A-5.2, to increase the legal line item for account number 11-000-230-331-AD by \$15,000.00.

ROLL CALL VOTE: Yes 9 No 0 Abstain 0 Absent 0

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

Motion By Mrs. Spaulding Seconded by Mrs. Frasca

Approve the following on the recommendation of the Superintendent:

1. Policies for 1st Reading: (all mandated policies)

Public Comments (on any item)

| | |
|----------|---|
| #2200 | Curriculum Content |
| #2210 | Curriculum Development |
| #2220 | Adoption of Courses |
| #2230 | Curriculum Guides |
| #2260 | Affirmative Action Program for School & Classroom Practices |
| #2361 | Acceptable Use of Computer Network / Computers & Resources |
| #2361 R | “ “ |
| #2411 | Guidance Counseling |
| #2412 | Home Instruction Due to Health Conditions |
| #2424 | Programs for Pupils at Risk |
| #2415 | No Child Left Behind Programs |
| #2415 R | Title I Services |
| #2415.01 | Academic Standards, Academic Assessments and Accountability |
| #2415.02 | Title I – Fiscal Responsibilities |
| #2415.03 | Highly Qualified Teachers |
| #2415.04 | Parental Involvement |
| #2415.05 | Pupil Surveys, Analysis and/or Evaluations |
| #2415.06 | Unsafe School Choice Option |
| #2415.20 | No Child Left Behind Complaints |
| #2415 R | “ “ |
| #2422 | Health Education |
| #2423 | Bilingual and ESL Education |
| #2323 R | “ “ |
| #2430 | Co-Curricular Activities |
| #2430 R | “ “ |
| #2431 | Athletic Competition |

| | |
|------------|---|
| #2431.1R | Emergency Procedures for Athletic Practices and Competitions |
| #2431.2R | Medical Examination to Determine Fitness for Participation in Athletics |
| #2460 | Special Education |
| #2460.1R | Special Education-Location, Id. & Referral |
| #2460.8R | Special Education – Free & Appropriate Public Education |
| #2460.9 R | Special Education – Transition From Early Intervention Programs to Preschool Programs |
| #2460.16R | Special Education- Instructional Materials to Blind or Print-Disabled Pupils |
| #2461 | Special Education/Receiving Schools |
| #2461.01R | Special Education/Receiving Schools-IEP Implementation |
| #2461.02 R | Special Education /Receiving Schools-Suspension/Expulsion |
| #2461.03R | Special Education/Receiving Schools-Pupil Records |
| #2461.05R | Special Education/Receiving Schools-IEP Compliance |
| #2461.08R | Special Education/Receiving Schools-In-Service Training |
| #7422 | School Integrated Pest Management Plan |
| #7422 R | “ “ |
| #7510 | Use of School Facilities |

ROLL CALL VOTE: Yes 9 No 0 Abstain 0 Absent 0

XI. 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.

- XII. Executive Session to discuss personnel, contractual and legal matters at 8:05 p.m.

Motion by Mrs. Davidson Seconded by Mrs. Frasca

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 9 No 0 Abstain 0 Absent 0

- XI. Return to Public Session at 8:57 p.m.

Motion by Mrs. Costello Seconded by Mr. Wark

- XII. Adjournment or Recess at 8:57 p.m. on a motion by Mrs. Bergman seconded by Mrs. Frasca

Respectfully Submitted,

Kelly A. Brazelton
Board Secretary