

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

**M I N U T E S**

**December 15, 2010**

**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. 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:

Mark Bergman - present	Samantha Spaulding – present
Debra Costello - present	Robin Spraggins - present
Naomi Davidson - present	Lynn Torrillo - present
Maria Panzarella - absent	John Wark - present
Colleen Kurth – present	

Also Present:

Nancy Ward, Superintendent of Schools  
 Valerie Carmody, Interim 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  
 Mark Speck, Maintenance Technician/Supervisor  
 Ray Colavita, Auditor – Nightlinger, Colavita, and Volpa

Annette Marker – PTA Representative  
Residents – 2

IV. Presentation: Ray Colavita presented an overview of the June 30, 2010 annual audit

V. Approval of Minutes –

Motion by Mrs. Davidson Seconded by Mrs. Costello

Approve the minutes of the following meetings.

October 20, 2010 with Spaulding, Torrillo abstaining

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

November 17, 2010 with Costello, Spraggins, Wark abstaining

ROLL CALL VOTE: Yes 5 No 0 Abstain 3 Absent 1

Executive Session of August 26, 2010 with Torrillo, Wark abstaining

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

Executive Session of September 22, 2010 with Torrillo abstaining

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

Amended minutes of the September 22, 2010 to omit approval of the

Executive Session minutes for August 26, 2010 – with Torrillo abstaining

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

VI. Correspondence

1. Letter from Ms. Margaret Nicolosi, Executive County Superintendent of Schools, regarding shared services

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.

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

## VIII. Reports

- a. Superintendent's Report
- b. Business Administrator's, Buildings & Grounds Report – Mr. Speck responded to questions about the generators
- c. Principal's Report
- d. Nurses Report
- e. Special Education Report
- f. Committee Reports
  - Camden County Educational Services Commission Report - None
  - NJSBA Report – Mrs. Davidson reported on discussion with Terry Lewis of the NJSBA about performing a board self-evaluation
  - Black Horse Pike – Mrs. Kurth had nothing to report at this time
  - Policy/Public Relations - None
  - Negotiations – Continue in progress
  - Finance – A Borough Council representative would like to be present for a shared services meeting
  - Personnel - None

- IX. Old Business – NJSBA offered a \$2,000 credit to school districts for training and services. Governance II, III, and IV is available in an online format at a cost of \$50 per person and can be applied to the credit.

Motion by Mrs. Spraggins                      Seconded by Mr. Spaulding

Approve Mandatory Trainings via online format as follows:

Governance II	Mark Bergman
Governance III	Robin Spraggins, Lynn Torrillo, Debra Costello
Governance IV	Naomi Davidson, John Wark

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

- X. New Business - None

**a. PROPERTY & TRANSPORTATION**

Motion by Mrs. Spaulding                      Seconded by Mr. Bergman

Approve the following on the recommendation of the Superintendent:

1. Use of facilities.
2. Use of facilities as approved at the Regular Meeting of August 26, 2010 by addendum and omitted from the minutes.

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

**b. PERSONNEL**

Motion by Mr. Bergman                      Seconded by Mrs. Spraggins

Approve the following on recommendation of the Superintendent:

1. Christi Kerslake as our ATOD Coordinator (alcohol, tobacco and other drugs) revised stipend - \$2,057.00.
2. Clinical Practice Request:
 

<u>Cooperating Teacher</u>	<u>Clinical Student</u>
Robin Clark	Samantha Lewis
3. Employee #357 requested Maternity Leave request from February 4, 2011 through April 26, 2011.
4. Ms. Meredith Scott, as a volunteer, to assist with the Girl's Basketball team during their season.
5. Mrs. Patricia DiJulio as Basic Skills Tutor at the contracted hourly instructional rate – funded by NCLB Title I beginning January 3, 2011.
6. Extending medical benefits for employee #416, who was approved for child care leave at the September 22, 2010 Board meeting. The benefits coverage period will be from January 1 – August 31, 2011.
7. Mrs. Valerie Ryan and Mrs. Jennifer Newhart as the 2010-2011 winter sports/home event supervisors at the established per game rate.

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

**c. FINANCE**

Motion by                      Mrs. Spraggins                      Seconded by                      Mr. Bergman

Approve the following on the recommendation of the Superintendent:

1. Professional development workshops.
2. 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 November 30, 2010, after review of the Board Secretary's and Treasurer's, 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 - \$319,361.26  
 Bills List #2 - \$259,288.80 (revised)  
 Board Secretary's Report – November 30, 2010  
 Cash Report – November 30, 2010  
 Treasurer's Report – October 31, 2010  
 Transfers

4. Tuition Reimbursement:

<u>Employee</u>	<u>Course</u>	<u>Grade</u>	<u>Amount</u>
Karen Clements	Linguistically	B+	\$1,800

5. Audit Findings:

Adopt a resolution to accept the annual audit for the year ended June 30, 2010 and place 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:

Finding #2010-1: One fixed asset purchase appeared to be miscoded between the food service fund and the general fund:

Corrective Action Plan: Accounting procedures will provide for accurate recording of fixed asset acquisition to one fund, implementation will be immediate, and the business administrator will be responsible to review the accounting records to assure accuracy of the posting of transactions of fixed assets on an ongoing basis, but no less than monthly as part of closing procedures.

Finding #2010-2: One line item was omitted from the detailed annual report of the Board Secretary, due to a configuration problem.

Corrective Action Plan: The configuration will be reviewed with the software provider to assure that the current omission is rectified and to prevent future configuration problems. The Business Administrator will complete the configuration review and conduct ongoing oversight to assure the Board Secretary Report is accurate.

Finding #2010-3: The annual report of the food service did not reconcile to the detailed records in the computerized accounting system of the district.

Corrective Action Plan: The Business Administrator will establish accounting procedures for the accurate recording of food service enterprise financial transactions on an ongoing basis.

Finding #2010-4: While the district maintains fixed asset records, an updated report was not presented for examination and accordingly, the prior year amounts were adjusted as part of the audit, based on the previous outside appraisal report.

Corrective Action Plan: The Business Administrator will update the fixed asset records to assure that the records are complete and up-to-date for the annual audit effective by the June 30, 2011 audit.

- 6. Affirm the following motion as adopted at the Regular meeting of August 26, 2010, on addendum and omitted in the minutes of the meeting, for the tuition contracts as follows:

SCHOOL NAME	STUDENT I.D. #	TUITION
Moorestown	5456	\$65,000.00 (includes Educational Interpreter)
Mt. Ephraim	5449	\$65,000.00 (includes 1-1 aide)
Gloucester County	48236	\$44,088.38 (includes ESY)
Special Services	5912	\$44,088.38 (includes ESY)
School District	5645	\$78,738.38 (includes 1-1 aide and ESY)
	5455	\$44,088.38 (includes ESY)
	48340	\$44,088.38 (includes ESY)
	5444	\$78,738.38 (includes 1-1 aide and ESY)
	5448	\$44,088.38 (includes ESY)
	5250	\$44,088.38 (includes ESY)

- 7. Affirm the following financial reports as approved on addendum of August 26, 2010, and omitted from the minutes.

Bills List #4 - \$524,519.94 (revised)  
 Bills List #5 - \$19,763.74

- 8. Affirm the adoption of Resolution #4 of the Regular Meeting of August 26, 2010 by addendum and omitted from the minutes: The awarding of contracts under Camden County Cooperative Pricing System for copy paper, computer paper, and envelopes with Office Basics, Paper Mart, WB Mason and RIS Paper from September 1, 2010 through February 28, 2011.
- 9. Contracting Gloucester County Special Services School District, CRESS/Autism Services, to provide a workshop on two full days, at the rate of \$1,370/day, \$2,740 total, on "Crisis Training" to be paid through the NCLB Title IIA grant.

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

**d. CURRICULUM**

Motion by Mrs. Costello                      Seconded by Mrs. Spaulding

Approve the following on the recommendation of the Superintendent:

1. Mrs. Hurd's third grade classes are interested in conducting a drive at Downing School for the Camden County Animal Shelter.
2. Field Trip to Franklin Institute to view the Cleopatra Exhibit on December 21, 2010. Mrs. Schreiber, 11 of her enrichment advisory class students and two additional teachers will attend.

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

**e. POLICIES/PUBLIC RELATIONS**

Motion by Mrs. Costello                      Seconded by Mrs. Davidson

Approve the following on the recommendation of the Superintendent:

1. Policy for 2<sup>nd</sup>. Reading:  
#8468                      Crisis Response

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.

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

XII. Executive Session to discuss student matters, personnel, contractual and legal matters at 8:02 pm

Motion by Mrs. Costello                      Seconded by Mrs. Davidson

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

The Board reconvened in public session at 8:30 pm.

XIII. Adjournment at 8:32 pm

Motion by                Mrs. Torrillo                                Seconded by                Mr. Bergman

Respectfully submitted,

Valerie J. Carmody  
Interim Business Administrator/Board Secretary