

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

M I N U T E S

**April 20, 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 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 7:05 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 – absent
Debra Costello - absent	Lynn Torillo - present
Naomi Davidson - present	John Wark - present
Maria Panzarella - present	Colleen Kurth - present

Also Present:

Nancy Ward, Superintendent of Schools
 Valerie Carmody, Interim Business Administrator/Board Secretary
 Mark Iannucci, Principal – Mary Volz School
 Stephen Pili, Assistant Principal – Mary Volz School
 Janet Fiola, Child Study Team Coordinator
 Mark Speck, Maintenance Technician/Supervisor
 Bob Richards, REA

Pat Wilson, Representative of PTA
 Nick Kappatos, Runnemede Borough Council Liaison
 Staffmembers, residents and parents

IV. Approval of Minutes –

Motion by Mr. Bergman Seconded by Mrs. Davidson

Approve the minutes of the following meetings.

- Public Hearing, Regular Session and Executive Session - March 23, 2011
- Special Meeting/Executive Session - April 13, 2011

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

V. Correspondence - None

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.

Councilman Nick Kappatos inquired if 2010-11 increases in salary are included in the budget, expressing concern for outcome of election. Dr. Ward noted the increases for 2010-11 were included in the 2010-11 operating budget and are not at risk with the upcoming budget election.

Dan Conard inquired on the reason for a change in appointment of the Custodian of Records. Dr. Ward responded that the Interim Business Administrator position is a part-time position and the schedule does not permit the time to respond to the increasing requests.

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

VIII. Reports

- a. Superintendent's Report (attached)
- b. Business Administrator's, Buildings & Grounds Report (attached)
- c. Principals' Reports (attached)
- d. Nurses' Reports (attached)
- e. Special Education Report (attached)

f. Committee Reports

- Camden County Educational Services Commission Report – Mrs. Costello was not present to report
- NJSBA Report – Mrs. Davidson reported that Governor action is expected on the legislation for criminal history background checks on Board of Education members and that an online Learn at Lunch on Reorganization Agendas will be held on April 29 from 12-12:45 which she will attend.
- Black Horse Pike Regional – No report
- Policy/Public Relations - No report
- Negotiations – Mr. Wark reported that the first meeting was held with the Runnemede Administrative Association.
- Finance – No report
- Personnel – No report

IX. Old Business – None

X. New Business –

a. PROPERTY & TRANSPORTATION

Motion by Mrs. Torrillo Seconded by Mr. Bergman

Approve the following on the recommendation of the Superintendent:

1. Field Trips

Location	Purpose	Date	Students	Advisor
Highland HS (Transportation by BHPUSD shared service)	WOW! That's Engineering Society for Women Engineers Event	4/28/11	Volz School 13 Students	Linda Schreiber
Location	Purpose	Date	Students	Advisor
Gibbsboro Elementary School	Battle of the Books Competition	5/26/11	Volz 5 th Grade	Mary Kay Grasso
Six Flags Great Adventure	8 th Grade Class Trip	6/2/11	Volz 8 th Grade	Steve Pili

2. Facility Use

Facility	User	Purpose	Date	Time
Volz APR	District	Talent Show	TBD	7 p.m.
Volz APR	Runnemede Music Association Dance and "Just Dance"	Grade 4 & 5	TBD	3:15-4:15 pm
Volz APR and Gymnasium	Runnemede PTA	Grade 6 to 8	TBD	6:30 – 8:30 pm
Volz APR and Gymnasium	Runnemede PTA	Spring Basket Auction	4/29/11	4:30 – 9:30 pm
Volz APR and Gymnasium	Runnemede PTA	Bingo	5/6/11	4:30 – 9:30 pm

Facility	User	Purpose	Date	Time
Volz APR	Runnemedede PTA	Bingo Gr 4 & 5	5/20/11	3:00-4:15 pm
		Bingo Gr 6 to 8	5/20/11	6:30-8:30 pm
Volz School	Holiday Committee	Spring Food Basket Distribution	4/19/11	4:00 – 6:00 pm
Volz Gymnasium	Jaime Dutkin	Game Night	4/27/11	5:00 – 8:00 pm

4. Approve the award of the following Change Orders on the listed project contracts:

Project No. 4590-020-09-1002
 SDA No. 4590-020-09-OZPP
 George Sparks, Inc.
 Change Order #1 Design and install a complete paging system at the Bingham Elementary School.
 \$32,900

Project No. 4590-030-09-1003
 SDA No. 4590-030-09-OZPQ
 George Sparks, Inc.
 Change Order #1 Design and install a complete paging system at the Downing Elementary School.
 \$36,080

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

Motion by Mr. Wark Seconded by Mr. Bergman

3. To table the request of the RYAA to waive fees for the 2010-11 school Year. The Finance Committee will discuss and report at the May 4 meeting.

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

b. PERSONNEL

Motion by Mrs. Torrillo Seconded by Mr. Bergman

Approve the following on the recommendation of the Superintendent:

- Substitutes:(all paperwork completed)
 Laura Gillan
 Kenneth Visconti
- Adopt resolution to remove Mrs. Valerie Carmody from the position of Runnemedede School District *Custodian of Records* for the 2010-2011 school year retroactively to December 1, 2010 and appoint Dr. Nancy Ward. (See attached resolution)

3. Employee #331 Maternity/Child Care leave along with NJFLA leave from 9/1/2011 – 12/31/2011.
4. New Hire held for discussion in Executive Session discussion.
5. Approve a 2% salary increase to non-represented salaried support staff, i.e. 10-month clerk, 10-month secretaries, confidential secretaries, for the 2010-2011 contract year retroactive to July 1, 2010 (except those not eligible as new employees).
6. Salary increases held for Executive Session discussion.
7. Approved the following salary guide for custodial staff for the 2010-11 school year and adjustment of salaries in accordance with the revised salary guide retroactive to July 1, 2010 for eligible staff (exclude step adjustment for new employees in 2010-11):

Step	2010-11
1	26200
2	26630
3	27030
4	27400
5	28510
6	29780
7	30500
8	31200
9	32000
10	32740
11	32940
12	33390
MAX	34270

8. Approve the following salary guides for playground aides and cafeteria aides for the 2010-11 school year and revised hourly pay rates retroactive to July 1, 2010, for eligible staff (exclude step adjustment for new employees in 2010-11).

CAFETERIA		PLAYGROUND	
STEP	2010-11	STEP	2010-11
1	7.45	1	7.45
2	7.85	2	7.60
3	8.00	3	8.15
4	8.10	4	8.50
5	8.50	5	8.65
6	8.60	6	8.85
7	8.85	7	9.00
8	8.90	8	9.35
9	9.00	MAX	9.70

CAFETERIA	
STEP	2010-11
10	9.35
11	9.60
12	10.20
13	10.65
14	11.10
15	12.10
MAX	12.30

9. Approve a 2% increase in the pay rate for 2010-11 for hourly custodial employees retroactive to July 1, 2010.
10. Approve the salary guide for hourly aides for the 2010-11 school year and salary adjustments retroactive to September 1, 2010:

HOURLY AIDE	
STEP	RATE
1	8.50
2	8.75
3	9.00
4	9.25
5	9.50
6	9.75
7	10.00
8	10.25
9	10.50

ROLL CALL VOTE: Yes 5 No 0 Abstain 1 Absent 2
 With Panzarella abstaining

President Kurth read the Resolution regarding the Custodian of Records appointment change.

c. FINANCE

Motion by Mr. Bergman Seconded by Mr. Wark

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 March 31, 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 overexpended 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 - \$668,934.23 (payroll 03/31/11)
 Bills List #2 - \$406,461.50
 Bills List #3 - \$352,793.19 (revised)
 Board Secretary's Report – March 31, 2011
 Treasurer's Report – To be filed
 Transfers for March 2011
 Cash Report – March 2011
 Cafeteria Disbursements – \$34,231.23

2. Approve adoption of the Resolution to join the Brown and Brown Public Employer Trust for the Prescription Plan (a shared service) which is provided under the same plan benefits and the same provider, Benecard, effective July 1, 2011.
3. Approve the renewal of the Archway Just Kids as the before- and after-school childcare provider at a rental fee of \$1,800 for facility use.
4. Approve renewal of a postage meter lease with Pitney Bowes at an annual rate of \$1,800 (down from \$1,932).

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

d. CURRICULUM

Motion by Mrs. Davidson Seconded by Mrs. Panzarella

Approve the following on the recommendation of the Superintendent:

1. 2010-2012 District Professional Development Plan.
2. Homebound instruction for (#1729627751 non-medical) from 4/20/2011 – 6/30/2011.

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

e. POLICIES/PUBLIC RELATIONS

Motion by Mr. Bergman Seconded by Mrs. Torrillo

Approve the following on the recommendation of the Superintendent:

1. Approval of the 2011-2012 School Calendar.

ROLL CALL VOTE: Yes 5 No 0 Abstain 1 Absent 2

With Panzarella abstaining

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.

Pat Wilson inquired why the support staff salary increase was not the same as the REA settlement as was the case in previous years and what rate was being approved for the cafeteria/playground aides and custodial staff. Pat Wilson also inquired about what the Board will do regarding policy in the future for approving raises for non-represented staff and expressed concerns about policies for other benefits in the future in absence of written guidelines or policy.

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

Member Panzarella departed the meeting at 7:50 pm and returned during the Executive Session.

XII. Executive Session

Motion by Mrs. Davidson Seconded by Mrs. Torrillo

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 contractual and legal 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 5 No 0 Abstain 0 Absent 3

The Board convened in Executive Session at 7:58 p.m.

Motion by Mrs. Torrillo Seconded by Mrs. Panzarella

The Board reconvened in public session at 8:50 pm

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

PERSONNEL:

Motion by Mrs. Panzarella Seconded by Mrs. Davidson

Approve a 2% salary increase for Jeanette Schiraldi for the 2010-11 school year with intent to develop a policy on the position of Technology Coordinator; and approve the appointment of Allison Cunningham, Special Education Teacher at Bingham School (MA+15, step #3 - \$51,347) effective September 1, 2011, through June 30, 2012.

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

EXECUTIVE SESSION

Motion by Mrs. Panzarella Seconded by Mrs. Torrillo

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 contractual and legal 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 6 No 0 Abstain 0 Absent 2

The Board convened in Executive Session at 8:53 p.m.

Motion by Mrs. Panzarella Seconded by Mrs. Davidson

The Board reconvened in public session at 9:36 pm

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

XIII. Adjournment at 9:36 pm

Motion by Mr. Bergman Seconded by Mrs. Panzarella

Respectfully submitted,

Valerie J. Carmody
Interim Business Administrator/Board Secretary