

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

**M I N U T E S
December 21, 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 at 7:01 pm with President Spaulding presiding.
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:

Samantha Spaulding -- Present	Naomi Davidson -- Present
Lynn Torrillo -- Present	Amy Farry -- Present
Patricia Smith -- Present	John Wark -- Absent
Angel Beebe --Present	Colleen Kurth -- Present
Maria Panzarella -- Present	

Also Present: Nancy Ward, Superintendent of Schools
Joanne Augustine, Business Administrator
Marie Gallagher, Principal – Bingham/Downing Schools
Mark Iannucci, Principal – Mary Volz School
Janet Fiola, Child Study Team Coordinator
Mark Speck, Supervisor of Maintenance

IV. Approval of Minutes

Motion by Mrs. Smith Seconded by Mrs. Kurth

a. Approve the minutes of the following meetings:

- Regular minutes from November 16, 2011
- Executive minutes from November 16, 2011
- Amended Executive minutes from May 10, 2011

ROLL CALL VOTE:	Yes	No	Abstain	Absent
Regular & Executive	8	0	0	1

V. Correspondence

1. Dr. Ward discussed the letter received from the Executive County Superintendent of Schools concerning the state statute requiring the Dept of Education to reapportion the board members of regional and certain consolidated school districts. The population change did not warrant a change in the reapportionment of our district.

VI. Executive Session (student, personnel, legal, or contractual matters)

Motion by Mrs. Kurth Seconded by Mrs. Beebe

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 legal matters, specifically the matter of Paff V. Runnemede Board of Education and personnel matters involving a new hire.. 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.

Voice vote, motion carried.

The Board convened in Executive Session at 7:06pm.

VII. Return to Public Session

Motion by Mrs. Kurth Seconded by Mrs. Smith

Voice vote, motion carried.

The Board reconvened in Public Session at 7:54pm.

VIII. Open Public Comment - Public Comments on Agenda Items Only

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.
5. (just before the resolution is voted on)
6. Limit your comments to the specific resolution/items.

7. Limit your comments to (3) minutes per person.

John Schmidt of Thompson Ave, Gloucester City commented or inquired as follows:

- Commented on the cost of amending Executive Session minutes and ability to remember what happened. Mr. Schmidt commented on whether spending taxpayer money on amending minutes is in the best interest of taxpayers.

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

IX. Reports

A.

1. Superintendent's Report (on file) – Dr. Ward briefly discussed items detailed on report.
2. Business Administrator's Report (on file) – Ms. Augustine briefly discussed items listed on report.
3. Building & Grounds Report – (on file)
4. Technology Report- (on file)
5. Principal's Report –(on file)
6. Nurses Report – (on file)
7. Special Education Report (on file)
8. PTA Report – Mrs. Wilson commented on the very successful poinsettia sale and Santa Shop events
9. Committee Reports
 - Camden County Educational Services Commission Report - none
 - NJSBA Report – Mrs. Davidson read from a report from NJSBA regarding the long list of growing responsibilities of public schools since its beginning in 1640. We need to commend our schools not only as educators but also in the area of parenting.
 - Black Horse Pike - none
 - Curriculum – did not meet
 - Policy/Public Relations – Mrs. Torillo advised that the policy committee met to review 2 mandated policies for 1st reading and 3 others which needed further discussion or clarification. Mrs. Smith thanked Mrs. Cunningham's class for making ornaments to be sent to the Bagram Air Force Base. Mrs. Spaulding also commented that she sent letters to serviceman on behalf of Mrs. Clarke's class.
 - Negotiations – will meet after New Years
 - Finance – did not meet
 - Personnel – Met tonight for purpose of discussing a new hire.
 - Property – did not meet

X. Old Business - none

XI. New Business

First Public Hearing of the Harassment, Bullying and Intimidation Report for September 1, 2011 through December 21, 2011 – Dr. Ward reported that there were 7 incidents investigated at Mary Volz School, 2 investigated at Grace Downing School and 3 investigated at Aline Bingham School. Of these reported incidents, one incident at Volz

School was found to be HIB. All incidents were in full compliance and no appeals were made.

President announced that item c. Finance would be addressed first in order to accommodate the auditor who was present to make a presentation.

a. PROPERTY & TRANSPORTATION

Motion by Mrs. Kurth Seconded by Mrs. Davidson

Approve the following on the recommendation of the Superintendent:

1. Facility Use

Facility	User	Purpose	Date	Time
Volz Library	PTA	Santa Storytime	12-15-11	6:00 pm to 9:00 pm

2. Field Trips

Location	Purpose	Date	Students	Advisor
Camden County Technical Schools	Visitation	1-9-12	8 th Grade (15-18 students)	Nancy Bada

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

b. PERSONNEL

Motion by Mrs. Kurth Seconded by Mrs. Smith

Approve the following including the addition of item 16 on the recommendation of the Superintendent:

1. Resignation of Mrs. Annette Arizzi, lunch aide at Bingham School, effective December 21, 2011
2. Joanne Polk as a playground aide (as of 9/1/2011) rate of pay, \$8.30 per hour. Ms. Polk was previously hired as a cafeteria aide @ \$8.10 per hour.
3. Theresa Fortuna as a cafeteria/playground aide at first year level \$7.50/hour effective 1/3/11 pending criminal background check..

4. The resignation of Mr. Robert D'Errico as general music teacher at Mary Volz School effective upon recommendation of a suitable replacement. By contract this will occur no later than February 13, 2012.
5. The resignation of Mr. Mark Speck, effective December 30, 2011.
6. Matthew Mignogna as a substitute teacher.
7. Kelly Abbott as a substitute teacher.
8. Clinical Practice (Student Teaching) from 1/17/2012 – 05/04/2012:

<u>Student</u>	<u>Cooperating Teacher</u>
Ashley Dodds	Devon Anderson / Grade 6

9. Practicum Experience from 1/17/2012 – 05/04/2012:

<u>Student</u>	<u>Cooperating Counselor</u>
Elaine Black	Nancy Bada

10. Skills Enhancement which is funded under NCLB by Title 1:

DATES: Tuesday, January 17 to Thursday, March 22

BINGHAM				
NAME	# DAYS	HR. PER DAY	\$ PER HOUR	TOTAL
Grade 1A (Helder)	33	1	\$38	1254
Grade 1B (Majewski)	33	1	\$38	1254
Grade 2 (Toomey)	33	1	\$38	1254
Grade 3(A.Cunningham)	33	1	\$38	1254
DOWNING				
NAME	# DAYS	HR. PER DAY	\$ PER HOUR	TOTAL
Grade 1A (Razavi)	33	1	\$38	1254
Grade 1B (Bergman)	33	1	\$38	1254
Grade 2 (Burpulis)	33	1	\$38	1254
Grade 3 (Lyle)	33	1	\$38	1254
BINGHAM AND DOWNING				
NAME	# DAYS	HR. PER DAY	\$ PER HOUR	TOTAL
(ESL)	33	1	\$38	1254
2 days – Connell (MT)			TOTAL	11, 286
2 days – Ayusa (WTh)				

The following teachers have agreed to work as substitutes in the program if needed:

Barbara Fanz
 Laura Seckinger
 Jaime Dutkin

Leslie Jenkins
 Jenna Pulcinella
 Tracey Hummel

Erin Whitescarver
 Teresa Grassi

11. Medical leave for employee #125 who will be out on leave for approximately six weeks commencing on December 16, 2011.
12. Mrs. Joan Greenwood as Volz PreSchool Special Education Aide, \$15.00/hr. effective, January 3, 2011. (part-time)
13. Jaime Dutkin (Bingham School) as a homebound tutor for the remainder of the 2011-2012 school year.
14. Janice Zimmerman and Susan Kelleher to receive stipend for serving as detention monitors for the 2011-2012 school year. \$38.00 per hour
15. Elizabeth Armetta, School Psychologist Practicum Student from Rowan University. Janet Fiola will be mentoring Ms. Armetta from January 9, 2012 through May, 2012.
16. Howard Bruner, as Maintenance Technician/Supervisor at an annual salary of \$59,999 (prorated) effective 1/9/11.

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

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

Presentation of the Audit for the 2010-11 fiscal year – Ray Colavita of Nightlinger, Colavita and Volpa presented an overview of the audit, Comprehensive Annual Financial Report (CAFR) and the findings.

Approve the following on the recommendation of the Superintendent:

Motion by Mrs. Kurth Seconded by Mrs. Panzarella

Synopsis of Comprehensive Annual Financial Report and Audit
Fiscal Year Ended June 30, 2011

1. Acceptance of Audit:

Adopt a resolution that the annual audit for the year ended 2010-11 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 is implemented:

Finding #2011-1 Student Body Activities: The Cash Receipts Journal for the three elementary schools should be revised, in order to provide the date of receipt for comparison to supporting documentation, including deposits reflected in the bank statements.

Corrective Action Plan: The Business Administrator will establish accounting procedures for the accurate and detailed recording of student activities financial transactions on an ongoing basis.

Finding #2011-2 Student Body Activities: All student activity vouchers should contain all required approval signatures from authorized personnel prior to submission for payment.

Corrective Action Plan: The Business Administrator will establish accounting procedures for the accurate and detailed recording of student activities financial transactions on an ongoing basis.

Find #2011-3 Facilities and Capital Assets: Additions and deletions of fixed assets made during the year should be communicated to the outside appraisal company in a more timely manner, in order to acquire an updated fixed asset report for inclusion of information in the Comprehensive Annual Financial Report.

Corrective Action Plan: The Business Administrator will review the accounting records for fixed asset transactions on an ongoing basis and provide the outside appraisal company with information needed to compile the fixed asset report for examination by the auditors during the performance of their audit procedures.

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, 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 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 - \$333,108.83 (Payroll - October 30th)

Bills List #2 - \$347,927.33 (Payroll - November 15th)

Bills List #3 - \$340,100.78 (Payroll - November 30th)

Bills List #4 - \$326,566.40 (Revised)

Board Secretary's Report – October 31, 2011

Treasurer's Report – September 30, 2011

Treasurer's Report – October 31, 2011

Transfers and Appropriation/Revenue Adjustments– October 2011

Cash Report – September 2011 and October 2011

Cafeteria Disbursements – December 2011 - \$17,330.82

Transfer Request – December 21, 2011

3. Approve Resolution to Submit Statement of Assurances – NJ QSAC (SOA on file)

RESOLUTION

Whereas, the Runnemede Board of Education in the County of Camden will be undergoing evaluation under NJ QSAC for the 2012-13 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 Statement of Assurance with respect to this process, and

Whereas, the Runnemede Board of Education in the County of Camden has reviewed the District's 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 Statement of Assurances to the Commissioner of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

4. Professional Development Workshops

Name	Workshop/Conference	Date(s)/Time	Cost
Nancy Ward	Techspo	Jan 26 & Jan 27	\$369.00
Jeanette Schiraldi	Techspo	Jan 26 & Jan 27	\$369.00
Michele Di Matties	McKinney-Vento Homeless Education Program	December 15	free
Mark Iannucci	IPad Workshop for Leaders	Feb 15	\$825
Erin Whitescarver	Rutgers 44 th Annual Reading and Writing Conference	March 16	\$150.00
Jenna Pulcinella	Rutgers 44 th Annual Reading and Writing Conference	March 16	\$150.00
Christian Whipple	Rutgers 44 th Annual Reading and Writing Conference	March 16	\$150.00
Melissa Luckasy	Rutgers 44 th Annual Reading and Writing Conference	March 16	\$150.00
Mark Iannucci	Education Law	Feb 8	free
Nancy Ward	Common Core Standards and Implications for School leaders	Jan 18	free
Lori Carroll-Kline	NJASCD Common Core Curriculum	December 1	\$99.00
Patricia Connell	NJASCD Common Core Curriculum	December 1	\$99.00
Robert Mungo	NJASCD Common Core Curriculum	December 1	\$99.00

5. Contract for Nursing Care with Loving Care Agency for a student with medical needs who is attending Archbishop Damiano School terminated effective 12/2 and replaced with Freedom Home Healthcare Inc. in order to provide continuity of nursing care. Staffing rates are \$43 per hour for LPN and \$53 per hour for RN.
6. Comprehensive Maintenance Plan
Approve the following Resolution:

Runnemede Board of Education Resolution for Submission of the Comprehensive Maintenance Plan for Years 2010-2011, 2011-2012, and 2012-2013

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities; and

Whereas, the required maintenance activities as listed in the document for the various school facilities of the Runnemede Board of Education are consistent with these requirements; and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid;

Now, Therefore, Be It Resolved that the Runnemede Board of Education hereby authorizes the School Business Administrator/Board Secretary to submit the Comprehensive Maintenance Plan for the Runnemede Board of Education in compliance with the Department of Education requirements.

7. Recommend approving the following Resolution to amend NJSBAIG Bylaws:

WHEREAS, the New Jersey School Boards Association Insurance Group (NJSBAIG) Board of Trustees approved proposed amendments to its Bylaws at a public meeting on October 19, 2011 in accordance with Article IX(C) of the current NJSBAIG Bylaws; and

WHEREAS, the current NJSBAIG Bylaws require for the proposed amendments to be approved by member school districts; and

WHEREAS, seventy-five percent (3/4) of the member school districts must approve the proposed amendments within one hundred eighty (180) days of the hearing on the amendments:

NOW THEREFORE, BE IT RESOLVED that at a regular meeting of the Runnemede Board of Education held on the 21st day of December 2011, the Board does hereby approve the proposed amendments to the NJSBAIG Bylaws.

8. Cathleen Summerfield from BA+15 (\$50,585.00) to Masters Degree (\$51,485.00)
9. Approve Drama Club for Mary Volz Middle School students with Mr. Alfie Mannino as advisor at the rate of \$2,002.00. (This club will replace clubs that have not been supported by students for 2 school years. Those collective funds will be used to support the new Drama Club). See Mr. Iannucci’s attached memo.
10. Chapter 192/193 Additional Funding - We received notice of additional funding in the amount of \$8,133.00 under Chapter 193 for the 2011-12 school year. Accept the additional funding in the amount \$8,133 for the 2011-12 school year.

11. Federal Supplemental Education Jobs Fund - We received notice of an increase of \$5,007 to the district's Ed Jobs allocation. The supplemental funding will bring the total Ed Jobs allocation to \$164,841. Accept the additional funding in the amount \$5,007 for the grant period.
12. One on One Teacher Assistant Agreement through GCSSSD - Approve the One on One Teacher Assistant Agreement for student 5449 attending GCSSSD effective November 14, 2011 at a per diem rate of \$192.50 for a total cost of \$34,650.00 (prorated).
13. Approve adjusted cost of Turkish Translator services as required. Initial estimated costs were \$225.00. Total costs are \$253.53.

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

d. CURRICULUM (white)

Motion by Mrs. Kurth Seconded by Mrs. Beebe

Approve the following on the recommendation of the Superintendent:

1. Homebound Instruction (non-medical) – pending CST eligibility/IEP meeting.
2. Revise the 2011-2012 district calendar to extend Winter Recess through January 2, 2012. This changes the final day for students to June 13, 2012 and for staff to June 14, 2012.

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

e. POLICIES/PUBLIC RELATIONS (white)

Motion by Mrs. Kurth Seconded by Mrs. Panzarella

Approve the following on the recommendation of the Superintendent:

1. Following Job Descriptions:
 - J-18 Cafeteria/Playground Aide as amended
 - J-30 Special Education Aide
 - J-35A Substitute Teacher

2. Fundraiser (bake sale) for Girl’s Basketball Team under the guidance of Ms. Otero. The girls will hold the bake sale from December 21, 2011 through January, 2012 in order to purchase t-shirts for their team.

3, Following policies for First Reading:

- #5519 Dating Violence at School (Mandated)
- #6424 Emergency Contracts
- #8505 School Nutrition (Mandated)
- #9180 School Volunteers
- #9181 Volunteer Athletic Coaches & Co-Curricular Activity Advisors/Assistants

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

X. 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 0167). 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.

Staff member Tracey Hummel announced that REA Pride Chairperson Mary Helder just informed her of a \$5,000 award of which \$1,500 can be spent at budget time for mailings. The funds can also be spent on “Teacher for a Day” activities.

Attendee John Schmidt commented or inquired as follows:

- Commented that at the last meeting, he inquired about the status of the lawsuit. He wanted to know when was the first time the Board heard about the hearing on December 16th.
- He also wanted to know when the Board received the last update on the case.
- He inquired how many hours Dr. Ward has spent on the case and what her hourly rate would be. Dr. Ward commented that she might have spent 5-6 hours but did not calculate her hourly wage.
- Mr. Schmidt inquired why the Board did not attend the hearing on December 16th. Mrs. Spaulding and Dr. Ward commented that we were represented by counsel.
- Mr. Schmidt inquired as to the reason why the Board changed its redactions. The Board’s response is that it will not be making comments on pending legal matters. Mr. Schmidt commented further on the costs involved. Mrs. Spaulding advised Mr. Schmidt that he was not addressing the Board with a question.
- Mr. Schmidt inquired if the custodian of records was still Dr. Ward. He was advised that she is the custodian of records.

Resident Dan Conard inquired on the May 10th Executive Session minutes that were amended and approved at tonight's meeting. Mr. Conard asked to amend the minutes again because he said it was not him that is being referred to in the minutes.

Attendee Mr. Schmidt then commented that there may have been some confusion due to a conversation the he had with Board Attorney Phil Stern. Mr. Schmidt also commented that it was back in May and he doesn't remember. Dr Ward confirmed that it can be difficult to remember.

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

XI. Adjournment or Recess

The Board adjourned at 9:04pm.

Motion by Mrs. Panzarella Seconded by Mrs. Kurth

Respectfully submitted,

Joanne Augustine
Business Administrator/Board Secretary