

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

M I N U T E S

March 28, 2012

Public Hearing and 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 7:01pm 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

Lynn Torrillo - Present

Patricia Smith - Present

Angel Beebe - Present

Maria Panzarella - Present

Naomi Davidson - Present

Amy Farry – Absent

John Wark - Absent

Colleen Kurth - Present

Also Present: Nancy Ward, Superintendent of Schools

Joanne Augustine, Business Administrator

Mark Iannucci, Principal – Mary Volz School

Robert Mungo, Assistant Principal – Mary Volz School

Janet Fiola, Child Study Team Coordinator

Butch Bruner, Maintenance Supervisor

Pat Wilson, Representative of PTA

Pat Tartaglia-Pasio, Runnemede Borough Council Liaison

Staff members and residents

FINANCE – PRESENTATION OF BUDGET AND APPROVAL

1. Dr. Ward and Joanne Augustine presented a PowerPoint outlining the Proposed

2012-13 Annual School Budget.

2. Public Comments – President Spaulding opened the meeting to the public at the conclusion of the PowerPoint presentation.

Ms. Jen Hicken of 824 N. Read Ave inquired whether there would be any loss of teachers or aides.

Mrs. Pasio, Councilwoman questioned if there were any duplicates asked for from last year.

Ms. Jenny Brown of Sherrington Ave asked what if our percentage increase was at 2% or under.

Mrs. Pat Wilson of 201 Schubert Ave inquired about the status of the deficit in our food service program.

Hearing no further comments, the public comment portion of the budget hearing was closed. Ms. Augustine explained one reallocation of an appropriation as requested by the County Business Administrator.

3. Approval of 2012-13 Budget

Motion by Ms. Panzarella Seconded by Mrs. Smith

BE IT RESOLVED to approve the Runnemede Board of Education budget for the FY 2012-13 School Year for submission to the voters as follows:

	Budget	Local Tax Levy
For General Fund Budget	\$11,744,712	\$6,502,000
For Special Revenue Budget	<u>\$ 517,000</u>	<u>\$ N/A</u>
Total	\$12,261,712	\$6,502,000

RESOLVED, That there should be raised for the General Fund \$6,502,000 for the ensuing FY 2012-13 School Year.

BE IT RESOLVED, that the district, in accordance with N.J.A.C. 6A:23B-1.2(b)-Travel and Related Expense Reimbursement, has adopted policies which provide that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2012-2013 school year. The Board of Education hereby establishes the school district travel maximum for the 2012-13 school at the sum of \$20,000. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

BE IT FURTHER RESOLVED, that in accordance with N.J.A.C. 6A:23A-9.3 © 14, that the Board of Education has provided a maximum amount for public professional services as follows:

Attorney's	\$30,000
Auditor	\$18,500
Architect	\$ 5,000

ROLL CALL VOTE: Yes 7 No 0 Abstain 0 Absent 2

Adjourn hearing and commence regular session agenda at 7:43 PM.

Motion by Mrs. Kurth Seconded by Mrs. Davidson

IV. Approval of Minutes

Motion by Mrs. Kurth Seconded by Mrs. Torrillo

a. Recommend that the Board of Education approve the following minutes:

- Regular minutes from February 22, 2012
- Regular minutes from March 1, 2012 Special Meeting

ROLL CALL VOTE:	Yes	5	No	0	Abstain	2	Absent	2
February 22, 2012								
ROLL CALL VOTE:	Yes	6	No	0	Abstain	1	Absent	2
March 1, 2012								

V. Correspondence (*white*)

1. Recognition and presentation of plaque to Mrs. Theresa Fortuna regarding her heroic efforts during lunch on March 8, 2012 in helping one of our students at Bingham School.

VI. 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.

Mrs. Elaine Colton of 604 Dettmar Terrace inquired about several field trips listed on the agenda and whether the destinations were discussed with teachers.

Mrs. Pat Wilson had a question regarding the 1st reading of the Use of Facility Policy however the item will be tabled.

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

VII.Reports(*yellow*)

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. Principal's Reports–(on file)
5. Nurses Report – (on file)
6. Special Education Report (on file)
7. PTA Report – Mrs. Wilson reported on the Bingo fundraiser as well as several other fundraisers to be held; a basket auction and Las Vegas raffle. Their fundraising helps support field trips.
8. Committee Reports
 - Camden County Educational Services Commission Report - none
 - NJSBA Report – Mrs. Davidson advised that she had attended a very interesting workshop on student achievement and will hand in a written report.
 - Black Horse Pike - none
 - Curriculum - none
 - Policy/Public Relations – Mrs. Kurth reported that she had attended the Borough Planning and Zoning meeting. She advised that the builder for the proposed 55-59 new residential units was also in attendance but there was no vote to move forward with the project.
 - Negotiations - none
 - Finance - none
 - Personnel - none
 - Property – Mrs. Kurth reported that the committee met earlier in the evening and continued discussions on items from their previous meeting.

VIII. Old Business - none

IX. New Business

a. **PROPERTY & TRANSPORTATION(*gold*)**Motion by Mrs. Smith Seconded by Mrs. Panzarella

Approve the following on the recommendation of the Superintendent:

1. Facility Use

Facility	User	Purpose	Date	Time
Volz All Purpose Room	Girls Basketball Team Teacher: Mindy Otero	Pizza Party	2/29/12	2:15 pm- 3:30 pm
Volz Gymnasium	AAU South Jersey Elite Hoops	Basketball Practice	4/2/12 to 6/12/12	6:00 pm – 9:00 pm
Volz Classroom D-4	Holiday Committee	Spring Holiday Food Basket Distribution	4/4/12	4:00 pm – 6:00 pm
Volz Library	PTA	Executive Board Meeting	4/4/12	7:30 pm – 9:00 pm
Volz Soccer Field (in the event of rain,	Student Council	Kickball Games	4/20/12	2:15 pm – 3:45 pm

Gym and APR will be used)	Teacher: Juliana Pray	4 th Grade		
Volz All Purpose Room	Student Council Teacher: Juliana Pray	Dance 5 th – 8 th Grade	4/20/12	6:30 pm – 8:30 pm
Volz Gymnasium & All Purpose Room	PTA	Basket Auction	4/27/12	5:00 pm – 9:00 pm

2. Field Trips

Location	Purpose	Date	Students	Advisor
Camden County College	Men of Distinction/ Girls in Action College visit	4/3/12	8 th Grade	Mrs. Jacqueline DeFeo Mr. Scott Marakovits
Downing School	Men of Distinction/ Girls in Action Reading to elementary students	4/19/12	8 th Grade	Mrs. Jacqueline DeFeo Mr. Scott Marakovits
Adventure Aquarium Camden, NJ	Exploring Sea Life	4/23/12	Preschool	Mrs. Cathleen Summerfield Ms. Rachel Gorman
Storybook Land Egg Harbor Twp., NJ	View Nursery Rhyme characters that students have been studying	5/1/12	Kindergarten	Mrs. Tracy Hummel Mrs. Kathleen Marchiano
Cape May Zoo Cape May Courthouse, NJ	View animals that students have been studying	5/17/12	1 st Grade	Mrs. Robin Clark Mrs. Kari Passarella
TD Bank Arts Center Washington Twp. H.S. Sewell, NJ	Stage play of the book, Junie B. Jones, read by students	5/21/12	2 nd Grade	Mrs. Barbara Fanz Ms. Marisa Burpulis
Haddonfield Middle School, Haddonfield, NJ	Battle of the Books Competition	5/22/12	7 th Grade (total of 9 students)	Ms. Angela Torres
Samuel S. Yellin School Stratford, NJ	Battle of the Books Competition	5/23/12	5 th & 6 th Grade (total of 6 students)	Mr. Michael Ralston
Smith Park Kids Play Place, East Fairmount Park, Philadelphia, PA	Gross Motor Play	5/23/12	Preschool	Mrs. Cathleen Summerfield Ms. Rachel Gorman
Cape May Zoo Cape May Courthouse, NJ	View animals that students have been studying	5/30/12	3 rd Grade	Ms. Jaime Dutkin Mrs. Linda Hurd
Gibbsboro School Gibbsboro, NJ	Battle of the Books Competition	5/31/12	4 th Grade (total of 6 students)	Mrs. Dorothy Thomas
National Constitution Center, Philadelphia, PA	Constitution Walking Tour	5/31/12	5 th Grade	Ms. Julianna Pray
Campbell Field Camden, NJ	Camden Riversharks Game	6/1/12	4 th Grade	Ms. Melissa Luckacsy
Neptune High School and Six Flags Great Adventure	Trills and Thrills Band and Chorus Music Festival	6/1/12	Middle School Band and Chorus	Melissa Maatje

- Request from Ms. Otero to once again sponsor (with the help of Mr. Taliaferro) a co-ed basketball camp the week of June 25, 2012 pending insurance coverage. Ms. Otero is also requesting the use of the gymnasium and all purpose room during this time. (see attached request)

4. Transportation contract with Laurel Enterprises to transport student in DYFS custody on route EP-1 effective 3/5/12 at the quoted daily rate of \$180 for a period not to exceed the bid threshold of \$36,000. DYFS completed the education stability assessment required by law and determined that the child should remain in his or her current school – Runnemedede.
5. Request from Juliana Pray to sponsor a field hockey camp the week of June 18, 2012 from 9am – 12pm pending insurance coverage. Ms. Pray is requesting the use of the gymnasium and field hockey/soccer field. (see request)

ROLL CALL VOTE: Yes 7 No 0 Abstain 0 Absent 2

b. PERSONNEL (blue)

Motion by Mrs. Davidson Seconded by Mrs. Kurth

1. Rutger’s Practicum student (Kristofer Selenski) from May 14, 2012 through May 24, 2012 will be placed with Ms. Susan Kelleher.
2. Karen Zimmer-Fazi as a substitute teacher for the remainder of the 2011-2012 school year.
3. Katie Malinowski as a substitute teacher for the remainder of the 2011-2012 school year.
4. Jeannine Chew as a substitute teacher for the remainder of the 2011-2012 school year.
5. Donna Baker as a substitute nurse for the remainder of the 2011-2012 school year.
6. Melissa Maatje to be paid stipend for remainder of the 2011-2012 school year for the following:

<u>Band</u>	-	\$1,641.18		<u>Chorus</u>	-	\$821.37
-------------	---	-------------------	--	---------------	---	-----------------
7. Marisa Burpulis as a homebound instructor for the remainder of the 2011-2012 school year.

ROLL CALL VOTE: Yes 7 No 0 Abstain 0 Absent 2

c. FINANCE (green)

Approve the following on the recommendation of the Superintendent:

Motion by Mrs. Smith Seconded by Mrs. Kurth

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 January 31, 2012 and February 29, 2012, 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- \$440,359.62 (Revised)
 Bills List #2 –\$343,265.42(Payroll February 15, 2012)
 Bills List #3 – \$346,230.69 (Payroll February 29, 2012)
 Board Secretary's Report –January 2012
 Board Secretary's Report –February 2012
 Treasurer's Report –January 2012
 Treasurer's Report –February 2012
 Transfers and Appropriation/Revenue Adjustments – January 2012
 Transfers and Appropriation/Revenue Adjustments – February 2012
 Cash Report –January 2012
 Cash Report – February 2012
 Cafeteria Disbursements – March 2012 - \$41,560.80

2. Professional Development Workshops

Koreen Strong	Implementing Math Practice	May 30 th	\$125.00
Koreen Strong	Implementing Common Core	Aug 13 th	\$125.00
Nancy Ward	NJASA/NJSBA	May 21, 22, 23	\$425.00
Beth Jordan	21 Annual Spring Book Land Workshop	April 18	Free
Butch Bruner	NJBGA Atlantic City, NJ	April 3-5	\$150.00
Joanne Augustine	CCASBO meetings Voorhees, NJ	4/18/12, 5/16/12, and 6/20/12; 8am- 11am	n/a
Butch Bruner	NJSBGA meeting Almonesson, NJ	May 2, June 6 12pm-1:30pm	n/a
Joanne Augustine	NJASBO Annual Conference Atlantic City, NJ	June 6-7	\$150.00 plus one night room
Joanne Augustine	NJASBO –Legal Update Mt. Laurel, NJ	April 19 8:30am – 12pm	\$75.00
Central Office Secretary (TBD)	NJASBO – Central Office Admin Mt. Laurel, NJ	May 15 8:30am – 3pm	\$75.00 per person
Butch Bruner	Energy Management Center for Government Svcs, New Brunswick, NJ	May 4 8:30 – 3:30pm	\$225.00
Marianna Mounier	Teaching Children with Development Disabilities to speak	April 26 – 27	\$299.00
Mark Iannucci	iPad/iOS Deployment For Education.	April 5, 2012	\$299.00
Jeanette Schiraldi	iPad/iOS Deployment For Education.	April 5, 2012	\$299.00
Joyce Cunningham	Working Successfully with Difficult & Disruptive Students	April 18, 2012 8:00 a.m. – 3:15 p.m.	\$215.00

3. Approve the renewal of Archway Programs (before and after school care) for the 2012-2013 school year. \$1,800.00 renewal fee for facility use.
4. Approve a resolution to apply for 2012 Safety Grant Program:
The Runnemede Board of Education hereby approves the submission of grant application for the 2012 Safety Grant Program through the New Jersey School Boards Association Insurance Group's BACCEIC Subfund for the purposes described in the application, in the amount of \$4,504 for the period July 1, 2012 through June 30, 2013.
5. The Race to the Top Three Grant application which was approved at the February 22nd Board meeting with a minimum award of \$10,603.00. We have been informed that that amount has increased to \$12,729.00. Approve and accept revised award and application.
6. Approve the Emergency Generator Set Planned Maintenance Agreement with Penn Power Systems for all three generator sets and transfer switches in the amount of \$1,740. Inspection and maintenance are required in order to satisfy warranty.
7. Approve Kennedy University Hospital's educational services offered by Education, Inc. who utilizes certified teachers at a rate of \$44 per hour for instruction. Bedside instruction requested for student #5301.

ROLL CALL VOTE: Yes 7 No 0 Abstain 0 Absent 2

d. CURRICULUM (*white*)

Motion by Mrs. Kurth Seconded by Mrs. Davidson

Approve the following on the recommendation of the Superintendent:

1. Homebound Instruction (medical) for student #6569341086 for approximately 2-4 weeks.
2. Mary Helder and Kristen Mitchell will be sharing the hours/stipends for writing the curriculum for the Social Studies for Grade 1.
3. HIB report from February 22, 2012. (attached to Superintendent's Report)
4. Homebound Instruction (non-medical) for student #5910141622 for approximately 10-11 days.

ROLL CALL VOTE: Yes 7 No 0 Abstain 0 Absent 2

e. POLICIES/PUBLIC RELATIONS (*white*)

Motion by Mrs. Torrillo Seconded by Mrs. Kurth

Table item #1 due to new information for the committee to review:

1. Revise the following policy for 1st Reading:
#7510 Use of Facility

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

Motion by Mrs. Kurth Seconded by Mrs. Davidson

Approve the following on the recommendation of the Superintendent:

2. The following policies for 2nd Readings:
#1140 Affirmative Action Program (M)
#2110 Philosophy of Education/District Mission Statement (M)
#2466 Needless Public Labeling of Pupils with Disabilities (M)
#5111 Eligibility of Resident/Non-Resident Pupils (M)
3. 2012-2013 School Calendar

ROLL CALL VOTE: Yes 7 No 0 Abstain 0 Absent 2

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.

Hearing no comment(s), the President closed the public session.

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

Motion by Mrs. Kurth Seconded by Ms. Panzarella

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 and personnel 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.

Voice vote, motion carried.

Motion by Mrs. Kurth Seconded by Mrs. Panzarella

XII. The Board reconvened in Public Session at 9:55pm

Motion by Mrs. Kurth Seconded by Mrs. Smith

Resolved that an employee whose name is on file in the Central Office will have their employment increment withheld for the 2012-13 school year.

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

XIII. Adjournment at 9:58 pm

Motion by Mrs. Kurth Seconded by Mrs. Beebe

Voice vote, motion carried.

Respectfully submitted,

Joanne Augustine
School Business Administrator/Board Secretary