

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

M I N U T E S

**August 15, 2012
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 7:04pm by President Spaulding

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. Administer the Oath of Office – Appointed Board Member Charles Buchheim

I, (Charles Buchheim), do solemnly swear that I will support the constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments established in the United States and this State, under the authority of the people. So help me God.

I, (Charles Buchheim), do solemnly swear that I possess the qualifications prescribed by law for the office of member of a board of education, that I am not disqualified as a voter pursuant to NJSA 19:4-1 and that I will faithfully, impartially and justly perform all the duties of that office according to the best of my ability. So help me God.

IV. Roll Call of Board Members:

Samantha Spaulding - Present
Angel Beebe – Present
Maria Panzarella – Absent
Lynn Torrillo - Present
Charles Buchheim - Present

Naomi Davidson - Present
Amy Farry - Absent
Patricia Smith - Present
John Wark - Present

Also Present: Nancy Ward, Superintendent of Schools
 Joanne Augustine, Business Administrator
 Marie Gallagher, Principal – Bingham/Downing Schools
 Mark Iannucci, Principal – Mary Volz School
 Robert Mungo, Assistant Principal – Mary Volz School
 Janet Fiola, CST
 Butch Bruner, Maintenance Supervisor
 Residents and staff members

Motion by Mrs. Torrillo Seconded by Mrs. Smith

Recommend a recess at 7:08 pm for 15 minutes for review of agenda items just received by the new Board Member.

Ayes carry

Motion by Mr. Wark Seconded by Mrs. Davidson

Recommend the short recess end at 7:24 pm in order to resume with the agenda items.

Ayes carry

V. Approval of Minutes

Motion by Mrs. Smith Seconded by Mrs. Davidson

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

- Regular minutes –July 18, 2012
- Executive minutes – July 18, 2012

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

VI. Correspondence (*white*) - none

VII. 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.

Approve the following on the recommendation of the Superintendent:

1. Facility Use

Facility	User	Purpose	Date	Time
Volz Library	Runnemedede Education Foundation	Meeting	8-8-12	7:00 pm to 9:00 pm
Volz Classroom D-4	Michelle Di Matties	Distribution of student school supplies to parents	8-16-12	10:00 am to 1:00 pm
Volz Library	Runnemedede PTA	Budget Meeting	8-22-12	6:00 pm – 9:00 pm
Volz Library	Runnemedede PTA	Executive Meeting	9-6-12	7:00 pm.-9:30 pm.
Volz All Purpose Room and 7 Classrooms	Runnemedede Boy Scouts	Boy Scout Leader Training	10-13-12 and 3-16-13	8:00 am – 3:00 pm
Volz Library	Runnemedede Education Foundation	Monthly Meetings (every 2 nd Wednesday of the month)	9-12-12 through 6-12-13	7:00 pm – 8:00 pm
Volz All Purpose Room	Runnemedede Education Foundation	Coach Bingo	2-2-13	12:00 pm – 10:00 pm

2. Approve a parental transportation contract to Gloucester County Special Services School District for the 2012-13 school year in the amount of \$2,874.
3. Designate a “Hazardous Condition” in order to comply with the statute and transportation policy. The determination of a hazardous condition for Board approval of the courtesy transportation will be made in conjunction with the police department, Business Administrator, Superintendent, and Transportation Coordinator (if another designee). As a result of the collaboration, the following location is deemed hazardous due to the determining criteria identified.

A hazardous condition exists starting at the corner of Davis Road and Hartford Drive and traveling South/South East down Hartford Drive to Providence Road. Students along the East side of Hartford Drive have no walkways in part due to fencing, guard rails and shrubbery creating the need to walk in the street without a shoulder area. In addition, vehicles enter and exit in all directions (including in reverse) all along the area, creating a high risk hazard for a student in the roadway and walking behind vehicles.
4. Approve a parental transportation contract to Downing School for the 2012-13 school year for a displaced family at the per diem rate of \$3.34 for up to 180 days totaling \$601.20.

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

b. PERSONNEL (blue)

Approve the following on the recommendation of the Superintendent:

Motion by Mr. Buchheim Seconded by Mrs. Beebe

1. Designate absence of Employee #452 from 9/4/2012 through 11/28/2012 as qualifying for Family Medical Leave (FMLA).
2. Designate absence of Employee #416 from 10/8/2012 through 12/28/2012 as qualifying for Family Medical Leave (FMLA).
3. Ratify and affirm the Employment Agreement for Joanne Augustine as Business Administrator/Board Secretary as approved by the Executive County Superintendent of Schools for the period July 1, 2012 through June 30, 2013. (No changes have been made; this approval is ratified per date of ECS issued approval date.)
4. Approve the daily scheduled hours for the following Caf  Aides and Playground/Supervisory Aides:

<u>Cafeteria</u>	<u>School</u>	<u>Daily Scheduled Hours</u>
Busillo, L.	VZ	5.00 hrs (6.25 hrs-Tues)
Deal, D.	VZ	6.50 Hrs (M, W, R,F)
Gurchick, A.	DO	1.50 Hrs
Heintzelman, K.	VZ	4.75 Hrs (Tuesday Only)
Marino, K.	DO	1.50 Hrs
Friel, T.	BI	5.75 Hrs
Sparano, R.	BI	5.00 Hrs
Zanoli, M.	DO	4.00 Hrs
Zdanowski, K.	DO	4.50 Hrs

<u>Playground</u>	<u>School</u>	<u>Daily Scheduled Hours</u>
Carter, D.	BI	2.25 Hrs
Cepero, R.	BI	2.25 Hrs.
Condora, S.	DO	2.25 Hrs (M only)
Dramesi, M.	BI	2.25 Hrs
Farnese, D.	VZ	2.50 Hrs
Fortuna, T.	BI	2.25 Hrs
Gurchick, A.	DO	2.25 Hrs (T, W, R, F)
Harkinson, D.	BI	2.25 Hrs
Heintzelman, K.	VZ	2.50 Hrs (M, W, R, F)
Hicken, J.	BI	2.25 Hrs.
Holshue, M.	VZ	2.50 Hrs
Knause, D.	DO	2.25 Hrs (M, T, W,F)
Marino, K.	DO	2.25 Hrs (T, W, R, F)
Nolan, L.	VZ	2.50 Hrs
Polk, J.	DO	2.25 Hrs
Sullivan, M.	DO/VZ	2.25/2.50 Hrs (M, T)

5. Ms. Shannon Griffiths contract (BA+15/1st step) for **\$48,200.00**. Ms. Griffith was approved last month for \$47,100.00(1st step). We were unaware of the fact she had already received her BA+15.
6. Jennifer Hicken as playground aide at Bingham School. Step 1 - \$7.50/hr.

7. Rachelle Cepero as playground aide at Bingham School. Step 1 - \$7.50/hr.
8. Maryanne Dramesi as a playground aide, replacing Ramona Sparano at Bingham. Step 1 - \$7.50/hr.
9. Following Substitutes (all required paperwork is on file) approved for the 2012-2013 school year:
Mae Canestri, Alice Beckett, Ken Visconti, Derrick Billups, Jeannine Chew, Sally Knapp, Laura Gillan, Christie Johnson, Natali Broome-Rosati, Gregg Love.
10. Ms. Kayleigh Root, long-term substitute for 5th grade maternity leave from September 1, 2012 – November 27, 2012. (Was approved at the July 18, 2012 Board meeting with a return date of December 17, 2012).
11. Retirement of Mrs. Joan Bell, Café Aide at Bingham School, effective September 1, 2012.
12. Ramona Sparano, Café Aide at Bingham replacement for Joan Bell. Wages, \$9.00/hr.
13. Terry Friel as a Café Aide at Bingham School, Step #5 - \$8.50/hr.
14. Denise Marinucci, Technology Assistant/Technician, part-time starting on September 4, 2012. Salary, \$22,000/year.
15. Melissa Preston as certified aide – Step 3, \$17,320. (Mrs. Preston has been an employee for six years but has just completed her courses for certification).
16. Extra-Curricular personnel for the 2012-2013 school year:

Band Director/Chorus Director	Melissa Maatje
Student Council	Julianna Pray
Yearbook	Mindy Otero
Volz Honor Society	Lorraine Sirolli
Soccer Coach	Christian Whipple
Field Hockey Coach	Julianna Pray
ATOD	Christie Kerslake
Instructional Technology	Lisa Maitag

ROLL CALL VOTE:	Yes	No	Abstain	Absent
Items 1-3 & 5-16	7		0	0
Item 4	6	Mrs. Torrillo	1	0

c. FINANCE (green)

Approve the following on the recommendation of the Superintendent:

Motion by Mrs. Smith Seconded by Mrs. Davidson

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 and, 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- \$77,503.34 (Payroll July 15, 2012)
 Bills List #2 - \$75,487.66 (Payroll July 30, 2012)
 Bills List #3 - \$283,889.15 (Revised)
 Board Secretary's Report – June 2012-Preliminary
 Transfers and Appropriation/Revenue Adjustments – June 2012
 Transfer Request -8/6/12
 Cash Report – June 2012
 Treasurer's Report – June 2012 (missing)
 Café Disbursement - \$679.40 (Nutri-Serve Food Management)
 Nutri-Serve Cash Flow Report for June 30, 2012

2. Professional Development Workshops

Name	Workshop/Conference	Date(s)/Time/Location	Cost
Christina Ayusa	Classroom Management: The Key to Every Successful Classroom	08/21/12 Kean University Union, NJ	\$99.00
Diane Bergman	Classroom Management: The Key to Every Successful Classroom	08/21/12 Kean University Union, NJ	\$99.00
Butch Bruner Joanne Augustine	2012 Southern Regional Facilities Evaluation Training Session	8/28/12 Absegami HS, Galloway Twp.	mileage
Joanne Augustine	Annual Public and Nonpublic Coordination of Transportation Services Meeting	8/15/12 9:30am – 11am Camden County College	mileage
School Board Members TBD Joanne Augustine Nancy Ward	NJSBA Conference	October 23-25, 2012 Atlantic City, NJ	\$150/person Mileage Hotel if required
Joanne Augustine	BACCEIC Sub-Fund meeting for NJSBAIG	10/3/12 12:30-2:30pm Medford, NJ	mileage
Jenna Pulcinella	Systematic Intervention to Help Struggling Readers: Implementing LLI	7/23 & 7/24/12 Charlotte, NC (paperwork stated it was BOE approved 5/23/12)	\$795 Registration Hotel \$366.50 Airfare \$303.39 (Title IIA)

3. Approve NJSBAIG Resolution and Trust Renewal Agreement attached. This resolution/agreement is required in addition to the resolution to join that was approved last month.
4. Accept the award of \$141 for "Funds to Support Implementation of the Anti-Bullying Bill of Rights Act."
5. Agreement with the Camden County Educational Services Commission to provide an instructional aide to St. Theresa's K-8 School for the 2012-13 school year

effective with the submittal date of the IDEA-B FY2013 grant application through June 30, 2013.

6. Application for the FY2013 NCLB and IDEA-B entitlement grants for the following amounts:

NCLB Title I	\$156,361
NCLB Title IIA	\$ 44,098
NCLB Title III	\$ 4,703

7. Staffing agreement with Protocall Healthcare Staffing Services for the 2012-2013 School Year. The billing rate for an RN is \$57.25 per hour.
8. Transfer of 2012-13 funds as follows to fund Apple lease agreement approved July 18th for district wide computer equipment originally budgeted as a purchase.

FROM 12 120 100 730 BI	\$13,019.00	TO 11 190 100 440 BI
12 120 100 730 DO	\$13,019.00	TO 11 190 100 440 DO
12 120 100 730 VZ	\$13,018.99	TO 11 190 100 440 VZ

9. Tuition contracts for the 2012-13 school year for the placement of students in the listed out-of-district placement as per IEP:

<u>Student ID</u>	<u>Placement</u>	<u>Purpose</u>	<u>Cost</u>
1729627751	GCSSSD	ESY	\$ 3,825.00
7813462374	GCSSSD	ESY	\$ 3,825.00
7818310425	GCSSSD	ESY w/aide	\$ 3,825.00 + \$3,060.00
2043172384	GCSSSD	ESY w/aide	\$ 3,825.00 + \$3,060.00
5327375089	GCSSSD	ESY w/aide	\$ 3,825.00 + \$3,060.00
2810282421	GCSSSD	ESY w/aide	\$ 3,825.00 + \$3,060.00

10. Educational Services Contract with Gloucester County Special Services School District CRESS for the 2012-13 school year to provide 54 hours of Educational Consultation Services/Teacher of the Deaf/Hard of Hearing at the rate of \$120/hour, total contract of \$6,480.
11. Agreement with Brookfield Homebound School Program to provide services for bedside instruction as needed during the 2012-13 school year at the rate of \$38/hour.
12. Services Contracts for 2012-13 Level 1 Services for estimated three students from the NJ Commission for the Blind at a cost of \$1,700 per student

13. Approve voiding the following check over 1 year old:

<u>DATE</u>	<u>CHECK #</u>	<u>AMOUNT</u>
<u>Bingham Activity</u>		
06/16/08	2642	\$20.27

14. Accept Race to the Top Grant Award in the amount of \$12,729 for the program period July 1, 2012 through November 30, 2015.

- 15. Approve the 2012-13 PL 192-193 contract and addendum for Nonpublic Auxiliary Services with Camden County Educational Services Commission. The Board approved the services to be provided by CCECSC on May 23, 2012.
- 16. Agreement with the Camden County Educational Services Commission to provide Substitute Nursing Services for the 2011-12 school year. Contract was forwarded June 6, 2012 for signatures.
- 17. Addendum to Agreement with Alternatives Unlimited, Inc to provide Home Instruction Services as needed during the 2012-13 school year at the rate of \$30/hour.

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

d. CURRICULUM (*white*)

Approve the following on the recommendation of the Superintendent:

Motion by Mrs. Davidson Seconded by Mr. Buchheim

- 1. Request to establish a Special Education Program (Kindergarten) at Bingham School.
- 2. English-Language Arts K-8, Social Studies 6 - 8, Art K-8.

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

e. POLICIES/PUBLIC RELATIONS (*white*)

Approve the following on the recommendation of the Superintendent:

Motion by Mr. Wark Seconded by Mrs. Smith

1. First Reading

- | | |
|--|---|
| Policy #2431.4 | Sports Related Concussion and Head Injury |
| (adding identification of Intramurals and Cheerleading as a sport) | |
| Policy #2361 | Acceptable Use of Computer/Networks |
| Policy #2622 | Pupil Assessment |
| Policy #6470 | Payment of Claims |
| Policy #0151 (by-laws) | Organization Meeting |
| Policy #0167 (by-laws) | Public Participation in Board Meetings |
| Policy #2363 | Pupil Use of Privately-Owned Technology |
| Policy #8600 | Transportation – Revision |

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

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 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 public comment, President Spaulding closed the public comment session of the meeting.

XII. Executive Session (student, personnel, legal, or contractual matters) - none

XIII. Adjournment at 8:19 pm

Motion by Mr. Wark Seconded by Mrs. Torrillo

Ayes carry

Respectfully Submitted,

Joanne Augustine
Board Secretary