

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

M I N U T E S

**September 26, 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 7:00pm 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. Roll Call of Board Members:

Samantha Spaulding - Present	Naomi Davidson - Present
Lynn Torrillo - Present	Amy Farry - Present
Patricia Smith - Present	John Wark – Present 7:02pm
Angel Beebe – Present	Maria Panzarella - Present
Charles Buchheim - 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, Child Study Team Coordinator
Butch Bruner, Maintenance Supervisor
Philip Stern, Solicitor
Residents and staff members

IV. Approval of Minutes

Motion by Mrs. Smith Seconded by Mrs. Beebe

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

- Regular minutes from August 15, 2012
- Special Session minutes from August 29, 2012

ROLL CALL VOTE:

					Abstain			
August 15	Yes	7	No	0	Mrs. Farry	2	Absent	0
					Ms. Panzarella			
August 29	Yes	7	No	0	Mr. Wark	2	Absent	0
					Ms. Panzarella			

V. Correspondence (*white*) –

a. Cooper University Hospital EAP Utilization Report

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.

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

VII. Reports (*yellow*)

1. Superintendent's Report (on file) – Dr. Ward summarized her written report and also remarked on the results of the uniform survey 164 yes and 115 no
2. Business Administrator's Report (on file)
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. Marker reported on upcoming events: sale of coupon books, Family Game night on Friday, Book Fair, and a Comedy Show on Oct 26
8. Committee Reports
 - Camden County Educational Services Commission Report - none
 - NJSBA Report – Mrs. Davidson reported that the Convention will be in Atlantic City October 23-25. Mandated training will be available there. In addition, there is a county meeting on Oct 10 in Lindenwold.
 - Black Horse Pike - none

- Curriculum - none
- Policy/Public Relations - none
- Negotiations - none
- Finance - none
- Personnel - none
- Property – none
- Superintendent Search – met before meeting. Committee agreed not to use an outside service to perform the new superintendent search. The committee developed the following timeline:
 Oct 8 – Staff and Superintendent Committee meet at Volz 3pm for staff input
 Oct 17 – Obtain public opinion on what voters want in a Superintendent at the Board meeting
 Nov 11 – Post the Superintendent position in various media
 Dec 7 – Deadline for receipt of resumes and applications
 Dec 17 – Superintendent Committee to meet at 4pm, Volz
 Jan 2 – Superintendent Committee to meet at 4pm, Volz
 Jan 23 – Begin interviews with the full Board of Education at 5pm

VIII. Old Business

IX. New Business

a. **PROPERTY & TRANSPORTATION(gold)**

Motion by Mr. Buchheim Seconded by Ms. Panzarella

Approve the following on the recommendation of the Superintendent:

1. Facility Use

Facility	User	Purpose	Date	Time
Volz All Purpose Room	PTA	Luncheon	9/4/12	10:00am-2:00pm
Volz All Purpose Room	REA	Breakfast	9/5/12	8:00 - 9:30am
Volz All Purpose Room & Kitchen	PTA	Family Game Night	9/28/12	6:00 – 8:30pm
Classroom D-1 in D Hallway	Girl Scouts of Southern & Central NJ	Weekly Meetings	10/3/12 through 6/12/13	6:15 - 7:15pm
Volz Library	REA	Meeting	10/4/12	3:15 – 4:00pm
Volz Library	PTA	Workshop Meetings	10/4/12, 11/1/12, 12/6/12, 1/3/13, 2/7/13, 3/7/13, 4/11/13, 5/2/13, 6/6/13	6:30 – 9:30pm
Volz All Purpose Room, Gym (or Library if small group)	PTA	Meet the Candidate Night Assembly for Parents (Internet Predators) D.A.R.E. Bingo	10/16/12	6:00 – 9:00pm
Volz All Purpose	Volz Student Council	4 th & 5 th Grade	10/26/12	2:15pm – 3:45pm (4 th & 5 th Grade)

Room	Julianna Pray	Halloween Activities 6 th – 8 th Grade Dance		6:30 – 8:30pm (6 th – 8 th Grade)
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Facility	User	Purpose	Date	Time
Volz All Purpose Room	PTA	Kids Candy Bar Bingo	11/16/12	6:00pm – 9:00pm
Volz All Purpose Room & Library	PTA	Santa Storytelling	12/14/12	6:00 pm – 9:00 pm
Volz Gymnasium, All Purpose Room and Kitchen	PTA	Kids Bingo	1/25/13	5:30 – 9:30 pm (set-up & break-down time included)
Volz Library and All Purpose Room	PTA	Mother-Daughter Night	2/22/13	6:00 pm – 9:00 pm
Volz Gymnasium and All Purpose Room	PTA	Father-Son Night	3/15/13	6:00 pm – 9:00 pm
Volz Gymnasium and All Purpose Room & Kitchen	PTA	Basket Auction	4/26/13	3:00 – 10:00 pm (set-up & break-down time included)

2. We Care Club schedule for the 2012-2013 School Year. (on file)

3. Field Trips

Location	Purpose	Date	Students	Advisor
Johnson's Farm Medford, NJ	Pumpkin Picking & Feeding Animals	10/19/12 9:30am - 2:00pm	Preschool (Volz & Bingham)	Cathleen Summerfield Rachel Gorman
Discovery Museum Cherry Hill, NJ	Hands on Play Science Workshop	11/7/12 9:00am – 1:00pm	Preschool (Volz)	Cathleen Summerfield
Ritz Theater Company	Mrs. Tinkerton's Christmas Toy Store Show	12/20/12 9:15am – 12:30pm	Preschool (Bingham)	Rachel Gorman

ROLL CALL VOTE: Yes 9 No 0 Abstain 0 Absent 0

b. PERSONNEL (blue)

Approve the following on the recommendation of the Superintendent:

Motion by Mrs. Davidson Seconded by Mrs. Torrillo

- Approve the following teaching substitutes:
Michael Sheehan, Jeanne Lutz, Lindsey Sampolski, Jillian Scieurca, Charles Hesbacker, Pamela Giacobbe, Katie Malinowski, Karen Kissam, Matt Mignogna, Donna Baker, ArlineFlite, Annemarie DeFeo, Jaimie Stone, Brian Kohout, Stephen Grenhart.
- Approve the following cafeteria substitutes:
Hope Catarro, Madelyn Sullivan, Jean Abendschein, Joan Buchanan
- NCLB Title IA – Mrs. Patricia DiJulio as a Reading Intervention Tutor at the rate of \$38.00 per hour – not to exceed 18 hours per week.

4. Designate absence of Employee #194 from 11/15/2012 through 12/14/2012 as Qualifying for Family Medical Leave (FMLA).
5. Designate absence of Employee #90 from 9/20/2012 through 10/10/2012 as Qualifying for Family Medical Leave (FMLA).
6. Salary adjustment for Kaleigh Root (child care replacement). Ms. Root has obtained her Masters Degree and is therefore entitled to the contractual amount of **\$49,100**. The previous contract was for \$47,100 (Bachelor's Degree level).
7. Salary Advancement for Mrs. Erin Whitescarver, who has acquired her B+15. The adjusted salary **\$49,312** will be effective 10/15/2012 pay period. The previous salary was \$48,212
8. Homebound Instruction (medical) for student #8223774406 for the 2012-2013 school year. Homebound instructor will be Ms. Shannon Griffiths.
9. Homebound Instruction (non-medical) for student (State ID not yet assigned) for about a one-month duration pending CST evaluation. Homebound instructors will be Melissa Lukacsy and Cathy Summerfield.
10. Staff for Homebound Instruction for the 2012-2013 School Year:
Diane Bergman, Marisa Burpulis, Jamie Dutkin, Barbara Fanz, Mary Kay Grasso, ShannonGriffiths, Jennifer Karaska, Cindy King, Marie Kozuhowski, Melissa Lukacsy, Peg Lyle, Jennifer Newhart, Julianna Pray, Jenna Pulcinella, Lorraine Sirolli, Cathy Summerfield, Angela Torres, Christian Whipple
11. 2012-2013 Substitute Rates:(same as 2011-2012)

Substitute Teacher

Daily Rate \$80.00/day

Long Term Assignment (20 days consecutive) \$100.00/day

Support Staff Positions

Nurse \$105.00/day

Secretary \$65.00/day

Custodian \$9.00/hour

Aides (instructional) \$8.25/hour

Lunch Program \$7.45/hour

12. Approve the 2012-2013 contract with Kennedy University Hospital to examine and treat our students who are suspected of substance abuse.

13. Approve the following 12 paid holidays for Custodial Staff:

4-Jul-12	INDEPENDENCE DAY	WEDNESDAY
3-Sep-12	LABOR DAY	MONDAY
22-Nov	THANKSGIVING HOLIDAY	THURSDAY
23-Nov-12	THANKSGIVING HOLIDAY	FRIDAY
24-Dec-12	WINTER BREAK	MONDAY
25-Dec-12	WINTER BREAK	TUESDAY
31-Dec-12	WINTER BREAK	MONDAY
1-Jan-13	WINTER BREAK	TUESDAY
21-Jan-13	MLK DAY	MONDAY
18-Feb-13	PRESIDENT'S DAY	MONDAY
29-Mar-13	SPRING BREAK	FRIDAY
27-May-13	MEMORIAL DAY	MONDAY

ROLL CALL VOTE	Yes	No	Abstain	Absent
Item 1:	8	0	Mrs. Spaulding	1
Items 2 - 13	9	0		0

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

Approve the following on the recommendation of the Superintendent:

Items 1, 3-6, 8 through 10

Item 2, omitting the AED training on Oct 8 for potential replacement vendor to be obtained and confirmed by Mr. Wark

Motion by Mrs. Smith Seconded by Mrs. Torrillo

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- \$101,812.11 (8/15/12 Payroll)

Bills List #2 – \$63,042.42 (8/30/12 Payroll)

Bills List #3 – \$393,767.44 (Revised)

Board Secretary's Report – July 2012

Treasurer's Report – June 2012

Transfers and Appropriation/Revenue Adjustments – Cycle 13 and July 2012

Cash Report – July 2012

Cafeteria Disbursements – \$1,238.26 - September 26, 2012

2. Professional Development Workshops

Name	Workshop/Conference	Date(s)/Time/Location	Cost
Michael Ralston CANCELLED	Implementing the Common Core: A Focus on Instructional Shifts (NJASCD)	9/26/12 9:00 am – 2:00 pm FEA Conference Center Monroe Township, NJ	\$145.00
Karen Clements CANCELLED	Implementing the Common Core: A Focus on Instructional Shifts (NJASCD)	9/26/12 9:00 am – 2:00 pm FEA Conference Center Monroe Township, NJ	\$145.00
Nancy Ward	NJASA Legal Update Workshop	9/28/12 9:00 am – 1:00 pm Gloucester County Institute of Technology Sewell, NJ	\$75.00
Ann McFarland	Art Educators of NJ Artology 2012 AENJ Conference	9/30/12 & 10/1/12 8:00 am – 7:00 pm Hyatt Regency Hotel New Brunswick, NJ	\$160.00
Michelle Di Matties	Behavioral Interventions for School Refusal: Coordinated Interventions for Family, School, and Clinic	10/2/12, 9:30am-2:30pm Rutgers School of Social Work New Brunswick, NJ	\$129.00
District Staff	American Heart Association Heartsaver AED Adult/Child	10/8/12 Mary Volz School	\$2,178.00
Joanne Augustine	BACCEIC Sub-Fund Mtg	10/10/12, 12:30-2pm Medford, NJ	mileage
Robin Clark	Implementing the Common Core: A Focus on Instructional Shifts (NJASCD)	10/10/12 9:00 am – 2:00 pm FEA Conference Center Monroe Township, NJ	\$145.00
Jacqueline De Feo	Implementing the Common Core: A Focus on Instructional Shifts (NJASCD)	10/10/12 9:00 am – 2:00 pm FEA Conference Center Monroe Township, NJ	\$145.00
Barbara Libak-Fanz	2012 West Jersey Reading Council Fall Conference 1) Exploring the Daily 5 2) Café in the Classroom	10/24/12, 4:00pm – 7:15pm Pennsauken, NJ	\$48.00
Janet Toomey	2012 West Jersey Reading Council Fall Conference 1) Exploring the Daily 5 2) Café in the Classroom	10/24/12, 4:00pm – 7:15pm Pennsauken, NJ	\$48.00
Jennifer Majewski	2012 West Jersey Reading Council Fall Conference 1) Exploring the Daily 5 2) Café in the Classroom	10/24/12, 4:00pm – 7:15pm Pennsauken, NJ	\$43.00
Marisa Burpulis	2012 West Jersey Reading Council Fall Conference 1) 6+1 Writing Traits for Grades 2-5	10/24/12, 4:00pm – 7:15pm Pennsauken, NJ	\$43.00
Diane Bergman	2012 West Jersey Reading Council Fall Conference 1) Exploring the Daily 5	10/24/12, 4:00pm – 7:15pm Pennsauken, NJ	\$43.00

Cathleen Summerfield	Strategies for Teaching Students with Visual Impairments	10/26/12, 9:00am - 3:00pm Conference Center at Mercer West Windsor, NJ	mileage
Lori Hynes	Special Education Law in New Jersey	11/15/12, 7:30am – 3:45pm Holiday Inn, Cherry Hill, NJ	\$189.99
Joanne Augustine	Systems 3000 Budget Projection Training	10/9/12, 9:30-11:30am Burlington County SSSD Mt. Holly, NJ	mileage
Joanne Augustine	How's & Why's of Student Transportation (3 QPA credits - NJASBO)	10/1/12, 9am-12pm Double Tree, Mt. Laurel	\$50 + mileage
Joanne Augustine	Understanding Your CAFR & Audit Review (3 CPE credits - NJASBO)	11/5/12, 9am-12pm Double Tree, Mt. Laurel	\$50 + mileage
Butch Bruner	Information Systems 18 hours, 6 sessions	10/15, 17, 22, 24, 29, & 31 M/W 5pm-8pm Belhaven Middle School Linwood, NJ	\$545 + mileage
Butch Bruner	Structural & Mechanical Systems 15 hours, 5 sessions	11/5, 7, 13, 14 & 19 M/T/W 5pm-8pm Atlantic Cape Community College, Mays Landing, NJ	\$465 + mileage
Butch Bruner	Making the Plan Work NJDEP mandatory IPM training	May 17, 2013 Gloucester County Govt Bldg Clayton, NJ	Mileage

3. Approve the Revised 2012-13 PL 192-193 contract and addendum for Nonpublic Auxiliary Services with Camden County Educational Services Commission. Due to an unexpected increase in enrollment for Chapter 192/193 services for the 2012-13 school year, the initial per pupil amounts had to be adjusted.

4. Tuition rates for Runnemede Public Schools for 2012-13 as follows:

Preschool	\$ 1,500
K	\$ 8,975
Grade 1-5	\$10,864
Grade 6-8	\$11,400

5. Revised tuition contract effective 9/13/12 due to an increase in program hours from 2 to 4 hours daily in the listed out of district placement as per IEP:

<u>Student ID</u>	<u>Placement</u>	<u>Purpose</u>	<u>Cost</u>
1720103891	Bancroft, Voorhees	Tuition	\$43,399.08

6. Approve resolution to amend the Runnemede Public Schools 403(b) Retirement Plan to conform the Plan to the requirements of the Heroes Earnings Assistance and Relief Act of 2009 (HEART) and the Worker, Retiree and Employer Recovery Act of 2008 (WRERA). *See attached resolution.*
7. Approve a shared service arrangement with the Borough of Runnemede to replace curbing and driveway aprons along Orchard Avenue in front of Bingham

Items 1 & 2

Motion by Mrs. Torrillo Seconded by Mr. Buchheim

Item 3

Motion by Mrs. Torrillo Seconded by Mrs. Farry

1. Policies for 2nd Reading:

Policy #2431.4	Sports Related Concussion and Head Injury
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

2. Re-adoption of policy #2415.04 with no recommended changes. Annual review and adoption are required under NCLB Act of 2001 – (copy attached)

3. Membership Resolution in Camden County Elementary League

**Camden County Elementary League
Membership Resolution**

The Board of Education of School District of Runnemede, County of Camden, State of New Jersey, herewith enrolls
Runnemede Public Schools

As a member of the Camden county Elementary League to Participate in the approved interschool athletic program sponsored by the Camden County Elementary League.

This resolution to continue in effect until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. In adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by, the Constitution Bylaws and Rules and Regulations of the Camden county Elementary League.

A photocopy of the minutes signifying the adoption of this membership resolution is attached.

Administrative responsibility – The League must rely upon the voluntary compliance by its member schools in enforcing the standards set forth in the Bylaws and Constitution. Toward that end, the principal in each member school has the affirmative obligation to report to the Camden County Elementary League any violations of these standards. The fact that a school has disclosed that there has been an eligibility violation will not relieve that affected school of sanctions that may be imposed against it, pursuant to Article XIII of the Bylaws, including the forfeiture of games or events. However, the failure to disclose a violation may be grounds for imposing additional sanctions upon the offending school.

Date of Board Approval

Signature/Secretary Board of Education

Runnemede School District, Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine types of matters that may lawfully be discussed in Executive Session," i.e. without the public being permitted to attend; and

WHEREAS, the Runnemede Public School District, Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the nine exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written.

NOW, THEREFORE, BE IT RESOLVED that the Runnemede Public School District, Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

_____ Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public

_____ Any matter in which the release of information would impair a right to receive funds from the federal government;

_____ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publically;

_____ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body

_____ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

_____ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

_____ Any investigations of violations or possible violations of the law;

___1___ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer; (The Board will discuss Runnemede BOE vs. Alessi Roofing)

_____ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public;

_____ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

WHEREAS, the length of the Executive Session is undetermined; however, the Runnemede Public School District, Board of Education will make every attempt to estimate the time of the session prior to convening the session after which the public meeting shall reconvene at approx 8:37pm pm and the Runnemede Public School District, Board of Education will proceed with business.

NOW, THEREFORE, BE IT RESOLVED, that the Runnemede Public School District, Board of Education will go into Executive Session for only the above stated reasons;

BE IT FURTHER RESOLVED that the Runnemede Public School District, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Runnemede Public School District, Board of Education attorney advises that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Runnemede Public School District, Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the board secretary to take the appropriate action to effectuate the terms of this resolution.

BE IT FURTHER RESOLVED that the Board Secretary on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

Ayes carry

XII. Return to Public Session at 8:40pm

Motion by Mrs. Beebe

Seconded by Mrs. Torrillo

Ayes carry

- XIII. On a motion by Mrs. Torrillo, seconded by Mrs. Beebe, approve the professional development for AED to be given by Runnemedede Fire Department on October 8 at a lower cost than original vendor American Heart Assn. If the fire department is not available on October 8, the professional development will be provided by the vendor listed in Finance Item #2.

ROLL CALL VOTE:	Yes	8	No	0	Abstain	0	Absent	1
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- IX. Adjournment at 8:42pm

Motion by Mr. Buchheim Seconded by Mrs. Smith

Ayes carry

Respectfully Submitted,

Joanne Augustine
Board Secretary