

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

**M I N U T E S**

October 17, 2012  
Regular Meeting

**Mission Statement**

The mission of the Runnemedede 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 Runnemedede 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 Runnemedede 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 - Absent       | Amy Farry - Present        |
| Patricia Smith – Present     | John Wark - Present        |
| 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

Roll Call was followed by a presentation of the Green Team Contest Poem Winner, Mary Volz student Carley Swanson. Carley and her family attended an award ceremony held in Neptune NJ sponsored by the NJ DEP and Association of NJ Recyclers. Carley's poem will be featured on a calendar.

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## IV. Approval of Minutes

Motion by Mrs. Smith Seconded by Ms. Panzarella

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

- Regular minutes from September 26, 2012
- Executive minutes from September 26, 2012

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

V. Correspondence (*white*)

## 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 provided updated results of the uniform survey: 186 yes and 132 no. Next the legal implications will need to be investigated.
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. Wilson reported that the PTA is sponsoring an assembly on texting and internet safety for 6, 7 & 8 grade students on Oct. 25<sup>th</sup> during the day and also for their parents in the evening. Also, the Comedy night fund raiser is Friday night. In addition, the Book Fair was a success.
8. Committee Reports
  - Camden County Educational Services Commission Report - none

- NJSBA Report - Mrs. Davidson reported that the NJSBA's convention will be held October 22, 23 & 24 at the Atlantic City Convention Center.
- Black Horse Pike - none
- Curriculum - none
- Policy/Public Relations - none
- Negotiations - none
- Finance - none
- Personnel - none
- Property - none
- Superintendent Search – Committee met with staff on Oct 8<sup>th</sup> regarding what they would like in the new candidate. 42 staff members were present. The results were similar to the goals that the board developed. A list of characteristics will next be formed.

VIII. Old Business - none

IX. New Business

- a. Public Hearing of the Electronic Violence and Vandalism Report for the 2011-12 school year- Dr. Nancy Ward
- There were no cases in the school district that met the definition of Violence or Vandalism for the 2011-12 school year.
  - There were a total of 17 HIB reports during the 2011-12 school year. Two were found to meet the definitions of HIB. Both were at Mary Volz School.

Hearing no questions on the report, President Spaulding moved to the next item for public comment.

- b. Public comment on the characteristics of the successful candidate for the position of Superintendent of Schools for the 2013-14 school year.

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

- 80 – 90% of the Superintendent's job is education based
- He remarked that he has been involved with the Board over the last 1 ½ years. He would like to see transparency with the public on all issues
- President Spaulding reminded Mr. Schmidt that this public comment session was for providing qualities and important characteristics for the new superintendent, not attacking administration. Mr. Schmidt then ended with the comment that the new superintendent should have an understanding of transparency.

Cindy Mead of 601 Lakeview Drive inquired about what was important according to the staff meeting that was held. Some of the responses were:

- At least 3-5 years teaching experience/3-5 years administrative experience
- Experience in a small district
- Personal connections with staff and community
- Visible to students
- Promote positive morale

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- Long-term commitment

Michelle Winters of 17 Payne Avenue commented as follows:

- The Superintendent Advisory meetings that were started several years ago was an important outreach to the community.
- The Superintendent has given a lot of support to the Education Foundation and helping the organization get started. The new Superintendent should be supportive too.

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

Motion by Ms. Panzarella                      Seconded by Mr. Buchheim

Approve the following on the recommendation of the Superintendent:

1. Facility Use

Facility	User	Purpose	Date	Time
Volz Gymnasium and All Purpose Room	Volz Girls and Boys Basketball Teams Melinda Otero Michael Kline	Basketball tryouts, practices and games	11-15-12 through 2-28-12 (try-outs 11-15-12)	2:30pm-4:30pm (practices) 2:30pm-7:00pm (games)
Volz Classroom D-4	Holiday Committee	Storage and distribution of Thanksgiving baskets to families	11-20-12 (distribution date)  Items will be stored in classroom throughout the entire month of November	4:00pm-6:00pm
Volz Classroom D-4	Holiday Committee	Storage and distribution of food and gifts to families for Winter Holiday Drive	12-18-12 (distribution date)  Items will be stored in classroom throughout the entire month of December	4:00pm-6:00pm

2. Field Trips

Location	Purpose	Date	Students	Advisor
Stockton College, Galloway, NJ	Nutcracker Performance	12-7-12	Bingham & Downing 2 <sup>nd</sup> Grade Students	Barbara Fanz

3. First Student Inc. to transport 2012-2013 Volz Soccer and Field Hockey teams to away games from September 13, 2012 through October 6, 2012 at the quoted rate of \$285 per diem for field hockey and \$260 per diem for Soccer.
4. Transportation contract with Holcomb Bus Service Inc. to transport AM PSD pupils, effective October 4, 2012 at the quoted daily rate of \$100 for the route plus \$25 for an aide, total of \$125 per diem, for the period Oct 4, 2012 to November 30, 2012 (36 days).

5. Authorize the School Business Administrator to solicit bids for the AM PSD pupils from December 3 through the end of the school year (not to exceed 124 days).
6. An Inter-local Service Agreement with Black Horse Pike Regional School District for monthly transportation of Runnemede district students to the Philly Diner for the 2012-13 school year at a rate of \$50 per round trip.
7. The Runnemede School District Emergency Management Plan
8. Submission of the Memorandum of Agreement with Law Enforcement and the Runnemede School District.

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

**d. PERSONNEL (blue)**

Motion by     Mrs. Smith                          Seconded by     Mrs. Beebe    

Approve the following on the recommendation of the Superintendent:

1. Marianna Tasso as homebound instructor for the 2012-13 school year.
2. Susan Rost as substitute secretary at the rate of \$107. 20/diem for the duration of the medical leave for employee #12.
3. Mary Kay Grasso and Janice Zimmerman as administrative detention monitors for the 2012-13 school year at the contractual rate of \$38/hour.
4. Approve stipend for Summer Art Program Camp as follows:  
Michele Karpiak-Molloy, \$668.83. (The stipend is funded fully from net collections including the Board cost for FICA).
5. Approve revised Job Description J-12 for Custodian/Maintenance Technician
6. Termination of the contract with Technology Assistant Denise Marinucci
7. Medical leave under FMLA/NJFLA for employee #414 from January 2, 2013 to April 8, 2013.
8. Patricia Pappert-Corsino as a substitute for the 2012-13 school year.
9. Kathryn Halwood additional special education aide- 1 hour per day to cover lunch for student with IEP.

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

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e. **FINANCE** (*green*)

Motion by     Mrs. Davidson          Seconded by     Mr. Wark    

Approve the following on the 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 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- \$338,467.28 (Payroll 9-15-12)

Bills List #2- \$347,320.76 (Payroll 9-30-12)

Bills List #3- \$166,375.19 Revised

Board Secretary's Report – August 2012

Treasurer's Report – July 2012 and August 2012

Transfers and Appropriation/Revenue Adjustments – August 2012 and Oct 16, 2012 request

Cash Report – August 2012

Cafeteria Disbursements – October 17, 2012 - \$8,760.09

2. Professional Development Workshops

<b>Name</b>	<b>Workshop/Conference</b>	<b>Date(s)/Time/Location</b>	<b>Cost</b>
Mark Iannucci	NJDOE - Improving School Climates & the Conditions for Learning: Support for the Anti-Bullying Bill of Rights Act	10-9-12 8:30am-3:00pm Mansion on Main St., Voorhees	No fee
Nancy Bada	NJDOE - Improving School Climates & the Conditions for Learning: Support for the Anti-Bullying Bill of Rights Act	10-9-12 8:30am-3:00pm Mansion on Main St., Voorhees	No fee
Kristin Callahan	NJDOE -Improving School Climates & the Conditions for Learning: Support for the Anti-Bullying Bill of Rights Act	10-9-12 8:30am-3:00pm Mansion on Main St., Voorhees	No fee
Nancy Ward	NJASA - School Administrator Mentor Training	10-23/24-12 9:00am – 3:00pm Atlantic City	\$395.00
Patricia Wilson	New Jersey School Boards Conference – various workshops	10-23/24-12 various times Atlantic City	No fee
Kristin Callahan	Camden County Office of the Prosecutor - Strengthening the Identification & Reporting Mandates of Suspected Child Abuse	10-25-12 8:15am – 1:00pm Quality Inn & Conv. Center Maple Shade	mileage

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Robert Mungo	Camden County Office of the Prosecutor - Strengthening the Identification & Reporting Mandates of Suspected Child Abuse	11-1-12 8:15am – 1:00pm Quality Inn & Conv. Center Maple Shade	mileage
Nancy Bada	Camden County Office of the Prosecutor - Strengthening the Identification & Reporting Mandates of Suspected Child Abuse	11-1-12 8:15am – 1:00pm Quality Inn & Conv. Center Maple Shade	mileage
Janet Fiola	Camden County Office of the Prosecutor – Strengthening the Identification & Reporting Mandates of Suspected Child Abuse	11-1-12 8:15am – 1:00pm Quality Inn & Conv. Center Maple Shade	mileage
Michelle Di Matties	Camden County Office of the Prosecutor – Strengthening the Identification & Reporting Mandates of Suspected Child Abuse	11-1-12 8:15am – 1:00pm Quality Inn & Conv. Center Maple Shade	mileage
Tracey Hummel	Camden County Office of the Prosecutor – Strengthening the Identification & Reporting Mandates of Suspected Child Abuse	11-1-12 8:15am – 1:00pm Quality Inn & Conv. Center Maple Shade	mileage
Marie Gallagher	Camden County Office of the Prosecutor – Strengthening the Identification & Reporting Mandates of Suspected Child Abuse	11-1-12 8:15am – 1:00pm Quality Inn & Conv. Center Maple Shade	mileage
Marisa Burpulis	SRI & ETTC – Intervention & Referral Services Professional Development Workshop	11-2-12 9:00am - 3:00pm Cumberland County College Vineland	\$125.00
Jill Carvelli	SRI & ETTC – Intervention & Referral Services Professional Development Workshop	11-2-12 9:00am - 3:00pm Cumberland County College Vineland	\$125.00
Jenna Pulcinella	SRI & ETTC – Intervention & Referral Services Professional Development Workshop	11-2-12 9:00am - 3:00pm Cumberland County College Vineland	\$125.00
Nancy Bada	Bureau of Education and Research - Working Effectively with Difficult, Defiant and Noncompliant Students K-12	12-17-12 8:00am – 3:00pm Mansion on Main Street Voorhees	\$225.00
Butch Bruner	PEOSH Designated Persons Indoor Air Quality Training Course	12-12-12 9:00am – 12:30pm Gloucester County Govt Bldg Clayton, NJ	mileage

3. Tuition and services contracts for 2012-13 as follows:  
 Gloucester County Special Services  
 4 MD students @ \$33,930 plus \$3,000 out of county fee

Student ID# 5327375089, #2043172384, #7818310425 &  
#1729627751

1 BD student @ \$32,310 plus \$3,000 out of county fee  
Student ID #7813462374

2 PSD students @ \$33,750 plus \$3,000 out of county fee  
Student ID #2810282421 & 7338058655  
Total \$256,530

Gloucester County Special Services – 1:1 Aides

3 MD students @ \$34,650; Total \$103,950

Student ID#5327375089, #2043172384 & #7818310425

1 PSD student @ \$34,650

Student ID#2810282421

Total 1:1 Aide cost - \$138,600

Total Tuition & Svcs - \$395,130

4. Authorize approval of agreement between Archway Programs, Inc and Runnemede School District to accept settlement proposal for reimbursement of tuition charges as a result of the DOE audit of 1994-1999 tuition charges. The proposed settlement is pending unanimous approval by the 106 affected districts of a total settlement offer of \$3 million. Each district would receive a 37% pro-rata share of the DOE judgment. Our reimbursement would be \$5,517.44. (The district had approved a resolution to attempt to settle the DOE Reimbursement decision in 2003 for 19% of the DOE determination,)
5. Clarification of partial funding for Extended School Year (ESY) staff approved April 25, 2012 through IDEA Grant:
 

IDEA Basic	\$2,614	Jennifer Majewski
		Julianna Pray
IDEA Preschool	\$2,033	Cathleen Summerfield
		Substitute-Barbara Libak-Fanz
6. Approve a Special Meeting of the Runnemede Board of Education to be held on November 7<sup>th</sup> at 6pm for the purpose of approving QSAC reports for submission by November 15<sup>th</sup>.
7. 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. The fee for services for the 2012-13 school year is \$29,475 (prorated) to the actual start date of services.
8. Approve a revised 4 year lease for a Ricoh Multifunctional Copier/Printer/Scanner for \$964.62 per month. The cost includes all required maintenance and supplies (except paper) and up to 125,000 copies per month. The overage rate is \$.004 per copy.



- 9. Application for the updated award amounts for FY2013 IDEA-B entitlement grant as follows:

IDEA – Basic	\$245,717
IDEA – Basic NP Share	\$ 38,613
IDEA – Preschool	\$ 12,091

- 10. Ratify and affirm the request to transfer line items in excess of 10% as approved by the County Business Administrator as follows:

\$38,557 from account 12-XXX-XXX-73X  
 \$ 500 from account 12-000-4XX-XXX  
 \$39,057 to account 11-1XX-100-XXX

(This was to fund Apple lease agreement approved July 18<sup>th</sup> and transfer request approved August 15<sup>th</sup>.)

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

**f.     CURRICULUM (*white*)**

Motion by           Mrs. Smith                  Seconded by           Mrs. Davidson      

Approve the following on the recommendation of the Superintendent:

1. The Danielson Framework Evaluation Model and Teachscape instrument as the approved methods to meet the standards of the EE4NJ initiative.
2. The HIB report from September 26, 2012, presented by Dr. Ward at the 9/26/12 meeting.
3. The Nursing Plan for the 2012-13 school year. (attached)
4. Updated textbooks and curricular materials for the 2012-13 school year. (on file).
5. Mary E. Volz Co-curricular and extra-curricular positions for the remainder of the 2012-13 school year (attached)

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

**g.     POLICIES/PUBLIC RELATIONS (*white*)**

Motion by           Mr. Buchheim                  Seconded by           Mrs. Farry      

Approve the following on the recommendation of the Superintendent:

1. Suspension of item # 4 p. 2 of By-Law # 0131 Bylaws and Policies (per paragraph # 4 of page 1).
2. Policy # 3281 Inappropriate Staff Conduct
3. Policy # 3282 Use of Social Networking Sites

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

- X. Public Comments (on any item) At this time the Runnemede Board of Education will hear public comments related to the search for Superintendent of Schools.

#### 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.

Mrs. Wilson, staff member and resident announced that the PTA invited candidates to come to "Meet the Candidates Night" before the regular PTA meeting on Nov 1.

Mr. Dan Conard of 629 Williams Ave commented on Property and Transportation item #6:

- He wanted an explanation of the inter-local agreement with Black Horse Pike Regional School District. Mr. Iannucci explained that this was for transporting the Students of the Month to the Philly Diner for lunch.

Mr. John Schmidt of Thompson Ave., Gloucester City, NJ commented as follows:

- He made a phone call today to the Board's attorney and will attempt to be at the next regular board meeting for November.
- President Spaulding announced that Mr. Schmidt raised a concern regarding executive session minutes and Mr. Stern will address that at the next regular meeting.
- Mr. Schmidt remarked that he had another question but would ask Mrs. Spaulding about it after the meeting.
- Inquired what the grievance procedure is when speaking about an employee
- Dr. Ward remarked that the Chain of Command should be followed if there is a problem with a staff member.
- Mr. Schmidt finally remarked that he posed a question to Mr. Stern that was a legal issue and that Mr. Stern remarked "he never thought about that."

- XI. Adjournment at 7:52pm

Motion by Mr. Wark Seconded by Ms. Panzarella

Ayes carry

Respectfully Submitted,

Joanne Augustine  
Board Secretary  
October 17, 2012