

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

**M I N U T E S**

December 19, 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 7:01pm 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. Moment of silence observed to honor the victims of Sandy Hook Elementary School
- III. Roll Call of Board Members:
- |                              |                            |
|------------------------------|----------------------------|
| Samantha Spaulding - Present | Naomi Davidson - Present   |
| Lynn Torrillo - Present      | 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  
Janet Fiola, Child Study Team Coordinator  
Butch Bruner, Maintenance Supervisor

President announced that item c.1. of Finance would be addressed first in order to accommodate the auditor who was present to make a presentation.



2. Business Administrator's Report (on file) – Ms. Augustine provided a brief summary of her report.
3. Building & Grounds Report – (on file) – Mr. Bruner addressed the Board recording building security. He is examining exterior doors and windows, checking locks on interior doors to ensure they lock and will meet with Radar Security to evaluate our systems.
4. Principal's Reports–(on file)
5. Nurses Report – (on file)
6. Special Education Report (on file)
7. PTA Report -
8. Committee Reports
  - Camden County Educational Services Commission Report - none
  - NJSBA Report – Mrs. Davidson reported that there was an email announcing a County Meet up on January 10 and a negotiations workshop on January 26.
  - Black Horse Pike -none
  - Curriculum - none
  - Policy/Public Relations - none
  - Negotiations – Would like the negotiating committee to attend the NJSBA workshop on January 26
  - Finance - none
  - Personnel - none
  - Property – none
  - Superintendent search – The committee met on December 17. Forty applications had been received from a wide variety of applicants. Interviews are being set up for January 2<sup>nd</sup> and 3<sup>rd</sup> with 7 applicants who met the criteria.
9. Discussion of re-organization of the Board of Education - Board discussed possibility of reorganizing as a committee of the whole instead of separate committees.

VIII. Old Business - none

IX. New Business

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

Motion by Mr. Buchheim Seconded by Mrs. Farry

Approve the following on the recommendation of the Superintendent:

1. Facility Use - None
2. Field Trips

Location	Purpose	Date	Students	Advisor
Franklin Institute and Planetarium	Explore museum and view show	2/19/13	Bingham & Downing Grade 3	Mrs. Dutkin Mrs. Clark

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3. Discard outdated and unusable technology equipment. All equipment on the list has been assessed and usable parts have been removed to re-build and re-purpose other machines. (see list on file)

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

**b. PERSONNEL (blue)**

Motion by Mrs. Smith Seconded by Ms. Panzarella

Approve the following on the recommendation of the Superintendent:

1. Approve Jen Majewski as a Homebound Instructor/Substitute Homebound Instructor for the 2012-2013 School Year.
2. Homebound Instruction (medical) for student #48169 for six (6) weeks (probable duration). Homebound instructor will be Barbara Fanz.
3. Approve employee #194. Was previously approved as qualifying for FMLA 11/15/12-12/14/12. Should be adjusted to 10/24/12-1/1/13. NJFLA dates are: 1/2/13-4/8/13.
4. After School Skill Enhancement Program staff – funded by Title I Account #20-231-100-101-AD-EX  
Monday, January 14 to Thursday, March 21, 2013

<b>BINGHAM</b>				
<b>NAME</b>	<b># DAYS</b>	<b>HR. PER DAY</b>	<b>\$ PER HOUR</b>	<b>TOTAL</b>
Grade 1A (Helder)	33	1	\$38	\$1,254
Grade 1B (Ayusa)	33	1	\$38	\$1,254
Grade 2 (Toomey)	33	1	\$38	\$1,254
Grade 3 (Majewski)	33	1	\$38	\$1,254
RTI (Pulcinella)	15	1	\$38	\$ 570
<b>DOWNING</b>				
<b>NAME</b>	<b># DAYS</b>	<b>HR. PER DAY</b>	<b>\$ PER HOUR</b>	<b>TOTAL</b>
Grade 1A (Razavi)	33	1	\$38	\$1,254
Grade 1B (Bergman)	33	1	\$38	\$1,254
Grade 2 (Burpulis)	33	1	\$38	\$1,254
Grade 3 (Lyle)	33	1	\$38	\$1,254

<b>BINGHAM AND DOWNING</b>				
<b>NAME</b>	<b># DAYS</b>	<b>HR. PER DAY</b>	<b>\$ PER HOUR</b>	<b>TOTAL</b>
ESL (Connell)	16	1	\$38	\$ 608
			<b>TOTAL</b>	<b>\$11,210</b>

5. The following teachers as substitutes in the program if needed:

Barbara Fanz	Leslie Jenkins	Lee-Anne Michell
Teresa Grassi	Tracey Hummel	Robin Clark
Jaime Dutkin	Karen Clements	

ROLL CALL VOTE:	Yes	No	Abstain	Absent	
Items #1, 3 – 5	9	0		0	0
Item #2	8	0	Mrs. Beebe	1	0

**c. FINANCE (green)**

Presentation of the overview of the audit, Comprehensive Annual Financial Report (CAFR) and the findings for the 2011-12 fiscal year by Ray Colavita of Nightlinger, Colavita and Volpa.

Motion by Mrs. Smith                      Seconded by Mr. Wark

Approve the following on the recommendation of the Superintendent:

Synopsis of Comprehensive Annual Financial Report and Audit  
Fiscal Year Ended June 30, 2012

1. Acceptance of Audit:

Adopt a resolution that the annual audit for the year ended 2011-12 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 #2012-1 Board Secretary's Records: Procedures to analyze and record various necessary journal entries in the General Ledger should be reviewed and revised, in order to improve internal control over the reporting function.

Corrective Action Plan: The Business Administrator will establish accounting procedures for the accurate and detailed recording of financial transactions related to carryover grant funds for the various fiscal years.

Finding #2012-2 Facilities and Capital Assets: Procedures to identify additions and deletions to fixed assets made during the year should be reviewed and

revised, in order to assure that an accurate updated fixed asset report is available for inclusion in the Comprehensive Annual Financial Report.

Corrective Action Plan: The Business Administrator will establish accounting procedures for the accurate and detailed recording of financial transactions changing the fixed assets schedule and the comparison analysis to the externally created fixed asset report.

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

Motion by Mrs. Davidson Seconded by Mrs. Smith

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 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 - \$348,721.31

Bills List #2 -\$344,964.94

Bills List #3 - \$176,885.04

Bills List #4 - \$182,403.38

Board Secretary's Report –November 2012

Transfers and Appropriation/Revenue Adjustments – November 2012

Cash Report –November 2012

Cafeteria Disbursements – \$17,515.49

Treasurer's Report – October 2012

3. Professional Development Workshops

Name	Workshop/Conference	Date(s)/Time/Location	Cost
Robin Clark	EIRC - Writing with Spice	1/24/13 8:30 am – 1:30 pm So. Jersey Tech Park at Rowan Mullica Hill, NJ	\$165.00 mileage
Felisha Marghilano (long term substitute)	EIRC - Writing with Spice	1/24/13 8:30 am – 1:30 pm So. Jersey Tech Park at Rowan Mullica Hill, NJ	\$165.00 mileage
Christie Kerslake	Bureau of Education & Research – Practical Strategies to Address the Challenges of Today's School Nurse	1/29/13 8:00 am – 3:15 pm The Mansion on Main Street Voorhees, NJ	\$229.00 mileage
Lee-Anne Michell	AEP Connections – Strategies that Work! Social Skills & Behavior Solutions for the Student/Child with Autism	2/21/13 and 2/22/13 8:00 am – 3:30 pm The Mansion on Main Street Voorhees, NJ	\$195.00 mileage

Mary Helder	AEP Connections – Strategies that Work! Social Skills & Behavior Solutions for the Student/Child with Autism	2/22/13 8:00 am – 3:30 pm The Mansion on Main Street Voorhees, NJ	\$140.00 mileage
Leslie Jenkins	Rowan University – 10 <sup>th</sup> Annual Symposium for Speech/Lang. Specialists	3/22/13 8:00 am – 3:00 pm Rowan University Mullica Hill, NJ	\$149.00 mileage
Joanne Augustine	NJSBA – Purchasing with James Shoop (3 QPA and 3 CPE credits)	1/22/13 8:00 am – 12 noon Mt. Laurel, NJ	\$50.00 mileage
Joanne Augustine	NJSBA – Pensions (3 CPE credits)	2/19/13 8:00 am – 12 noon Mt. Laurel, NJ	\$50.00 Mileage
Butch Bruner	Management Supervision & Human Resources Rutgers Educational Facility Mgmt Program (27 Hours, 9 sessions)	1/23/13 – 2/11/13 Mon/Wed/Thu, 5pm – 8pm Belhaven Middle School Linwood, NJ	\$837.00
Butch Bruner	Preventive Maintenance Rutgers Educational Facility Mgmt Program (15 hours, 5 sessions)	2/13/13 – 2/27/13 Mon/Wed, 5pm – 8 pm Belhaven Middle School Linwood, NJ	\$555.00
Butch Bruner	Financial Management & Purchasing Rutgers Educational Facility Mgmt Program (15 Hours, 5 sessions)	3/6/13 – 3/20/13 Mon/Wed, 5pm - 8pm Belhaven Middle School Linwood, NJ	\$521.00
Jeanette Schiraldi	NJASA - Techspo	1/31/13 and 2/1/13 7am – 4pm Bally's Atlantic City Atlantic City, NJ	\$375.00
Nancy Ward	NJASA - Techspo	1/31/13 and 2/1/13 7am – 4pm Bally's Atlantic City Atlantic City, NJ	\$375.00

4. Attached Resolution to Stop Sequestration that would have a negative impact on education funding. The NJSBA legislative committee is also urging all districts to adopt the resolution in December and forward a copy to their district's US Representative, US Senator, State Senator, Assembly Representatives, the NJ School Boards Association, and the National School Board Association.
5. The 2012-2013 Extra Curricular Activities/Stipends as outlined below.

2012 – 2013 EXTRA CURRICULAR ACTIVITIES/STIPENDS

PERSON	POSITION	STIPEND
Mindy Otero	Student Recognition/Home School Coordinator	\$1,478.36
Mindy Otero	Girls Basketball Head	\$4,226.74
Mindy Otero	Intramurals 4 <sup>th</sup> & 5 <sup>th</sup> Grade Variety (24 Sessions)	\$603.12

Mindy Otero	Intramurals Basketball 6 <sup>th</sup> -8 <sup>th</sup> (32 sessions)	\$804.10
Mindy Otero	Intramurals Soccer 4 <sup>th</sup> -5 <sup>th</sup> (16 sessions)	\$402.05
Michael Kline	Boys Basketball Head	\$4,226.74
Julianna Pray	Cheerleading	\$1,923.00
Shawn Clancy	Intramurals Flag Football (16 sessions)	\$402.05
Shawn Clancy	Intramurals Street Hockey (Variety) (32 sessions)	\$804.10
Shawn Clancy	Intramurals Volleyball (16 sessions)	\$402.05
Shawn Clancy	Intramurals Soccer 6 <sup>th</sup> -8 <sup>th</sup> (16 sessions)	\$402.05
Shawn Clancy	Intramurals Softball 6 <sup>th</sup> -8 <sup>th</sup> (32 sessions)	\$804.10
Alfie Mannino	Drama	\$2,002.00
Scott Marakovits	Environmental Club	\$640.00
	Science Club (1)	\$640.00
	Science Club (2)	\$640.00

6. Approve Cooperative Pricing System Resolution:

**RESOLUTION FOR MEMBER PARTICIPATION  
IN A COOPERATIVE PRICING SYSTEM**

**A RESOLUTION AUTHORIZING THE RUNNEMEDE BOARD OF EDUCATION  
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT**

WHEREAS, *N.J.S.A. 40A:11-11(5)* authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Middlesex Educational Services Commission, hereinafter referred to as the “Lead Agency” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on the 19<sup>th</sup> day of December, 2012, the governing body of the Runnemede Board of Education, County of Camden, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE, BE IT RESOLVED as follows:

**TITLE**

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Runnemede Board of Education.

December 19, 2012





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.

Ms. Danielle Green of 327 N. Oakland commented as follows:

- Inquired whether there are any panic buttons in the schools
- Asked when does the school start to teach students about sex education. Response was "Family Life" curriculum begins in Kindergarten.

Ms. Jen Hicken of 824 N. Read Ave commented:

- Wanted to know if the school is doing anything for a child's mental issues. How does the school address it with the family and getting outside help?
- Dr. Ward explained that concerns are discussed with administration, counselors and the school psychologist. Partial care programs are available. The district cannot tell parents that their child must be on medicine. The child must be counseled.

Ms. Green also asked who we speak to regarding a specific child. Dr. Ward informed her that she should contact the Principal or DYFUS anonymously.

Ms. Hicken also commented on what happens if procedures or punishments are not working.

Since the comments seemed to be targeting a particular child and the Board did not want to invade any individual privacy rights it was suggested that the matter not be further discussed in public. It was suggested that the matter be discussed in private with Mr. Iannucci or Dr. Ward.

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

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

Motion by Mrs. Davidson                      Seconded by Mr. Wark

### RESOLUTION

**WHEREAS**, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-12 et seq.) requires all meetings of the 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;

1 \_\_\_ 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 publicly; **(Student matter)**

\_\_\_ 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; **(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 9 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

President Spaulding announced that no vote was anticipated when the board reconvenes to public session to adjourn the meeting.

The Board convened in Executive Session at 8:29pm.

## XII. Return to Public Session at 9:07pm

Motion by Mr. Wark                      Seconded by Mrs Davidson

Ayes carry.

The following members were present: Angel Beebe, Charles Buchheim, Naomi Davidson, Amy Farry, Maria Panzarella, Patricia Smith, Samantha Spaulding, John Wark. Superintendent Nancy Ward and Business Administrator/Board Secretary Joanne Augustine were also present.

## XIII. Adjournment at 9:07pm

Motion by Mr. Buchheim                      Seconded by Ms. Panzarella

Ayes carry.

Respectfully submitted,

Joanne Augustine  
Board Secretary