

**BOARD OF EDUCATION**  
**RUNNEMEDE PUBLIC SCHOOL DISTRICT**

Mary Volz School Library

December 18, 2013

*6:00 p.m. Work Session Followed by 7:00 p.m. Regular Meeting*

**M I N U T E S**

**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

**Call Meeting to Order:**

President Spalding called the work session to order at 6:05 PM.

**Work Session:**

Raymond Colavita, CPA, provided the Board with a summary of the June 30, 2013 CAFR.

Mr. Colavita explained that the CAFR focuses upon three areas: Financial, Compliance and Internal Controls. The Management Report explains the audit and any findings which need to be corrected. There is one finding in this CAFR , under internal controls. Expenditures did not agree with Final Reports in Federal projects, requiring audit adjustments to have the Final Reports agree with expenditure reports. Mr. Colavita recommended that the person checking entries and Final Report filings have an accounting background. Mr. Colavita explained that the Board appropriated a large amount of surplus into the 2013 – 2014 budget. The Board may have difficulty in maintaining that large of an appropriation of surplus in the future. It may be very difficult to develop the 2014 – 2015 budget without that same level of surplus being appropriated.

Mr. Iannucci advised that we received approval only for the Bingham ROD Grant. We have not received any information on the other two ROD Grants submitted.

Mr. Iannucci advised that Board office training will be held in February.

Mrs. Spalding suggested that we carefully research homeless students entering or leaving our district to determine if they are actually homeless.

The Board discussed moving the Reorganization meeting to Monday, January 6, 2014 at 6 PM. All members present were in agreement to move the meeting.

Mr. Buchheim reported that NJSBA strongly recommends that Boards conduct Mid Year Reviews of the progress toward goals.

Ms. Panzarella advised that the developer withdrew his application before the Zoning Board.



Be it Resolved, that the Runnemede Board of Education approve:

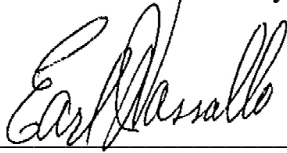
The Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of October 2013. The Board Secretary certifies that no line item account has between over expended in violation of N.J.A.C.

6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year, and

The Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 2013. The Treasurer's and Secretary's report are in agreement for the month of October 2013.

The Board Secretary in accordance with N.J.A.C. 6A:23A-16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

Board of Education Certification – pursuant to N.J.A.C. 6A:23A-16.10 (c) 4 We certify that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate District officials, that to the best of our knowledge no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A-16.10 (b) and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.



Earl Vassallo, Interim Business Administrator

December 13, 2013

Date

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

**Presentations** – *None at this time*

#### **Correspondence**

CAFR (Audit) Report

#### **Recognition of Citizens - Public Comments on Agenda Items Only**

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff has had a reasonable opportunity to resolve the problem at the employee level. Statement should be limited to topics to be addressed on the published agenda and limited in length to 3 minutes.

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:

Be recognized by Board President.  
 State your full name and address.  
 Identify the resolution/item number on which you wish to comment.  
 Wait to be recognized before you make your comment.  
 Limit your comments to the specific resolution/items.  
 Limit your comments to (3) minutes per person.

John Schmidt questioned Personnel #1 and Finance #4. He questioned if a lame duck board could enter into these contracts. Mr. Vassallo explained that they could approve these contracts.

### **Secretary's Report**

The Board Secretary's Report for the period November 15 to December 13, 2013 was presented in an attached document.

### **Superintendent's Report**

The Superintendent presented his report verbally and in an attached document.

### **Principals' Reports**

Fire and Security Drills to date were conducted as follows:

<b>SCHOOL</b>	<b>TYPE OF DRILL</b>	<b>DATES</b>
BINGHAM	Fire	November 21, 2013
	Security	November 26, 2013
DOWNING	Fire	November 21, 2013
	Security	November 15, 2013
VOLZ	Fire	November 15, 2013
	Emergency	November 25, 2013

Nurse's Report  
 Buildings and Grounds Report  
 Special Education Report

### **Other Reports**

PTA Report - None

Committee Reports  
 Camden County Education Services Commission

NJSBA Report – No resolutions at the last meeting, there is a new web site for parents & NJSBA recommends midyear evaluation for CSA.

Black Horse Pike – No Report



**FINANCE**

Motion by Mrs. Davidson

Seconded by Mr. Buchheim

To approve the following on the recommendation of the Superintendent and School Business Administrator, as attached:

1. Transfers and Appropriation/Revenue Adjustments - October 2013  
Cash Report – October 2013  
Treasurer’s Report - October 2013  
Board Secretary’s Report - October 2013
2. Professional Development Workshops

Name	Workshop/Conference	Date(s)/Time	Cost
Jannine Vena Samantha Eib Victoria Kelly Lindsey Lamonica	“A Morning with Mike Devono” Writing w/Spice EIRC Cumberland Co. Tech School	12/4/13 9:00am to 12:00pm	0 mileage
Lori Hynes Nancy Bada	Section 504 in N.J. PESI, Inc. Cherry Hill, NJ	2/28/14 7:30am to 3:45pm	\$189.00 +mileage
Jacqueline DeFeo	Flip Your Classroom Instruction Bureau of Education & Research Mansion/Main Street Voorhees, NJ	2/18/14 8:00am to 3:15pm	\$229.00 +mileage
Michelle DiMatties	Anxiety Disorders in Children and Adolescents PESI, Inc. Cherry Hill, NJ	2/14/14 7:30am to 4:00pm	\$189.99 +mileage
Jeannette Schiraldi Mark Iannucci Sean McCarron Steve Pili Jim Winkelspecht Jade Yezzi	TECHSPO 2014 NJASA Bally’s Atlantic City, NJ	1/30/14 1/31/14 9:00am to 3:00pm	\$385.00 2-Day (Schiraldi) \$235.00 1-Day (Iannucci, McCarron, Pili, Winkelspecht, Yezzi) +mileage

3. Payment of Bills (Bills Lists attached)

ACCOUNT PERIOD/BATCH #	TOTAL AMOUNT
Bills List #1 – Payroll 11/15/13	\$351,397.01
Bills List #2 – Payroll 11/27/13	\$345,570.29
Bills List #3 –	\$288,209.85
<b>Bills List #4 -</b>	<b>\$37,564.50</b>
<b>Cafeteria 11/01/13 – 12/18/13</b>	<b>\$17,140.63</b>

<b>TOTAL</b>	<b>\$1,039,882.28</b>

4. Tuition contract with Gloucester Township Public Schools for homeless student A.W. (no SID number available) for the 2013-14 school year. Total annual cost from September 6, 2013 through June 2013 is \$11,741.00.
5. The June 30, 2013 CAFR (Audit) and Corrective Action Plan as attached. The board discussed the finding during the work session. Copies of the Audit Synopsis were available to the public.
6. Accept the Preliminary Eligible Cost as Final Eligible Cost on Bingham Elementary School Project #4590-020-14-1001-G04.

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

## **CURRICULUM**

The Curriculum Supervisors Report was presented in an attached document.

Motion by    Ms. Panzarella                      Seconded by    Mrs. Smith

To approve the following on the recommendation of the Superintendent:

HIB Report as submitted by District Anti-Bullying Coordinator.

10 hours of Homebound Instruction for Student # 6194655013 from December 5 through December 18, 2013.

Course approval for Meghan Bollendorf (Inclusive Child Ed for All and Child Development & Learning, Contemporary Math) January 2014 through May 2014

A trip to CCTS for interested 8<sup>th</sup> Grade students with Mrs. Bada (No cost to District. CCTS provides lunch & transportation)

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

## **POLICIES/PUBLIC RELATIONS**

NO POLICIES FOR APPROVAL AT THIS TIME

## **RECOGNITION of CITIZENS and STAFF – non-agenda items**

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate

school staff has had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited in length to 3 minutes.

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.

Mr. John Schmidt complimented the Board for being open and transparent. He questioned who the solicitor is. It was explained that we have the same firm, just a different attorney from that firm.

He also noted that there has been a frequent turnover of Business Administrators in the District. Mr. Iannucci and Mr. Vassallo explained that we are in the process of restructuring the Business Office.

Mr. Schmidt questioned how the Business Administrator may be contacted if he is working part-time? Mr. Vassallo explained that he has his cell phone linked to his school email.

### **Board/Committee Meetings**

#### **New:**

**The Reorganization Meeting of the Runnemede Board of Education is changed to Monday, January 6, 2014 at 6:00PM, Mary Volz School Library.**

#### Reminder:

Next regular BOE meeting date will be determined at the Reorganization meeting.

Ms. Panzarella advised that the developer has not withdrawn this application before the Zoning Board, but has reduced its scope.

### **Adjournment**

Motion by Ms. Panzarella      Seconded by Mrs. Davidson to adjourn meeting.

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

Time 7:41 PM

Respectfully submitted,

Earl J. Vassallo  
Interim Business Administrator / Board Secretary  
Runnemede Board of Education

December 18, 2013



