

The Estell Manor Board of Education held its regular meeting on Wednesday, September 24, 2014 at the Estell Manor Elementary School. The meeting was called to order at 7:00 p.m. by Board President, Leah McDonnell.

Call to Order

This is to advise those present that adequate notice of meeting has been given in the official newspapers and posted in two public places as required by laws of 1975, Ch. 231, commonly known as the Open Meeting Act.

Open Public Meeting Announcement

The Flag Salute was led by the President, Leah McDonnell.

Flag Salute

Present – Leah McDonnell, Robert Kellner, Howard Adelman and Teresa Byrd. Brett Gorman, Solicitor. Noëlle Jacquelin, Superintendent and Rose Millar, Business Administrator/Board Secretary were also present. Absent was Martin Klosek.

Roll Call

Public Discussion:

Public Discussion

MOTION: To open meeting for public discussion. Mr. Adelman Second: Ms. Byrd. Motion carried unanimously. (7:02 pm)

Judy Casagrande spoke about the volleyball community program and its success. She also expressed disappointment that the boot camp program did not have enough interest.

MOTION: To close public session by Ms. Byrd and seconded by Mr. Kellner (7:08 pm)

Mr. Adelman expressed that he feels a for profit group (i.e. boot camp) should be charged for the use of the facility.

MOTION: To reopen close public session by Ms. Byrd and seconded by Mr. Kellner (7:09 pm)

Lane Dilg spoke in reference to the Eagle Scout fence project. He would like to try to get started soon.

MOTION: To close meeting to public discussion. Mr. Adelman Second: Ms. Byrd. Motion carried unanimously. (7:12 pm)

Superintendent Report of Informational Items

Superintendent's Report of Info

1. Enrollment 2014-15

Enrollment

	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June
Estell	165									
Buena	43									
ACIT	45									
HomeScl	1									
ACSSSD	4									
Yale										
Medford	0									
Yale NF	1									
Charter HS	2									
TOTAL	261									

2. Attendance

Student Attendance –August Total Enrollment: n/a
Possible Days for students: n/a Percentage of Absences: n/a

Attendance

Total Absences: n/a Average Daily Attendance: n/a

Staff Attendance: August Certified Staff: Total Absences: n/a

Percentage of Occasional Absence: n/a

Non-Certified Staff:

Total Absences: n/a Percentage of Occasional Absence: n/a

3. Drills

September 5, 2014-- Lockdown Drill @ 11:55 a.m. assisted with Trooper S. of NJSP; Fire Drill @ 9:45 (1:25 time)

Drills

4. Other Items

Other Items

- A. In-service days September 2nd and 3rd
- B. Boy Scout lunch visit September 17th
- C. Letter confirming Estell Manor "Meets Requirements" with regarding to implementation of special education requirements for the 2012-2013 school year. (Attachment #1)
- D. Upcoming October 10th in-service (County-wide); visit the Web site <https://www.lcmrschooldistrict.com/registration/index.php>
- E. City Winter Festival--Request from City Council to hold it at our school November 22, 2014.
- F. Request for administrative "Shadowing Day" from Stockton College graduate student, T. Calloway
- G. REAP Grant received in the amount of \$14,942.00 (Att #2)
- H. Revised Discipline Code/Code of Conduct (Attachment #3)
- I. Revised H.I.B. Forms (Attachment #4)
- J. Medical Emergency Response Team Info (Attachment #5)
- K. "Back to School Night" Activities
- L. Email communication confirming the 2013-2014 submissions are complete for the *Anti-Bullying Bill of Rights Act* requirements.
- M. October 22nd presentation-- Bond Proposal Question for general election.

Recommendations of the Superintendent

Recommendations of Superintendent

The following Curriculum and Student Affairs motions were made by Mr. Adelman and seconded by Ms. Byrd. Motions were carried unanimously on a roll call vote.

A. Curriculum and Student Affairs

Curriculum and Student Affairs

(1). Field Trips

MOTION: To approve the following field trips:

Field Trips

* Grades K-4 pumpkin patch trip to Butterhoff's Farm on October 22, 2014. Cost per pupil \$10.00.

* Student Council trip to the Atlantic City Rescue Mission

(2). Fundraisers

Fundraisers

MOTION: To approve the following fundraisers:

* Student Council Fundraisers-- Dances (ongoing in coordination with HSA), "Think Pink Thursday" (October), Food and Clothing Drive (November), Candy Cane Sale (December), Carnation Sale (February), Ronald McDonald Basketball Tournament (April)

* HSA Fundraiser Request (to be held in school)-- Soup Party (January) \$2.00 fee.

HIB Report

(3). HIB Report

None

Nurse's Monthly Report

(4). Nurse's Monthly Report

None

(5). Professional Development

MOTION: To approve professional development activities:

Professional Dev.

* Nancy Wanner to attend the Atlantic Care "Strategies for Adolescent Health" workshop on October 24, 2014, at the cost of \$30.00

* Elaine Baker to attend the Association of Mathematics Teachers of New Jersey Conference at Rutgers, New Brunswick, on October 23-24 at the cost of \$315.00.

(6) MOTION: To approve the revised Discipline Code/Code of Conduct (Attachment #3)

(7) MOTION: To approve the revised H.I.B. Forms (Att #4)

(8) MOTION: To approve the following SciP team members:

Approve SciP team

Dianna Abraham, Ellen Fatcher, Sarah Sharpe, and Ken Morgenweck. Elaine Baker as alternate. Meetings will take place the 4th Tuesday of each month. Members will be compensated at the contracted rate of \$34.50 per hour.

(9) MOTION: To approve Ken Morgenweck to advise two eighth grade teams to attend Saint Augustine's Annual Quiz Bowl (registration fee \$85.00) on October 22, 2014 3:00-5:30.

Approve Morgenweck to advise Quiz Bowl at St. Augustine's Prep

Discussion took place on the following:

Leah McDonnell inquired about SciP team. Mr. Adelman inquired about compensation for Mr. Morgenweck and the Annual Quiz Bowl. Ms. Byrd asked about the REAP grant.

Discussion

B. Policy

No new policies

Policies

Note: policies are now on the website

Policy Committee is requested to discuss a date at a later time with the administration to set a Policy Committee meeting in early-October.

C. Finance

Committee Meeting: (Combined with Facilities): August 25, 2014

Finance Committee

MOTION: The following motions regarding Finance were made by Mr. Kellner and seconded by Ms. Byrd. Motions were carried unanimously on a roll call vote.

(1) Monthly Certifications

Board Secretary's Certification:

Pursuant to Administrative Code, *N.J.A.C. 6A: 23A16.10(c)(3)* I certify that as of August 31, 2014, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Estell Manor City Board of Education pursuant to *N.J.S.A. 18A: 22-8.1* and *N.J.S.A. 18A: 22-8.2*, and no budgetary line item account has been over expended in violation of *N.J.A.C. 6A:23A-16.10(c)3*, In accordance with *N.J.A.C. 6A:23A-16.10(c)3*, it is certified that there are no changes in anticipated revenue amounts and sources for the month of August 2014.

Board Secretary's Certification as of August 31, 2014

Board of Education Monthly Financial Certification: (Attachment #7)

The Board Secretary recommends the Board certify that according to the Board Secretary's Certification as of August 31, 2014, after review of the Secretary's Monthly Financial Reports submitted, to the best of their knowledge:

Financial
Certification as of
August 31, 2014

- no major account or fund has been over-expended
- no line item account has encumbrances & expenditures, which in total exceed the line item appropriation in violation of *N.J.A.C. 6A:23A-16.10(c)3* & *N.J.A. 6A:23A-16.10(c)4*
- that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year, and that the secretary's and treasurer's reports are in agreement for the month of August 2014.

(2) Approval of Expenditures (Attachment # 8)

MOTION: To approve expenditures for the month of September 2014 as Listed:

Fund 10	\$2,872.00
Fund 11	218,667.86
Fund 20	4,072.52
Fund 60	0.00
<hr/>	
Total	\$225,622.38

Approve
expenditures for
September, 2014

(3) Budget Transfers (Attachment # 9)

MOTION: To approve transfers for the month of August 2014

Approve Budget
Transfers for
August, 2014

(4) MOTION: To approve the 2014-15 tuition contracts for Atlantic County Special Services School District in the amount of \$36,360 for four multiple disabled students.

Approve tuition
contracts for
ACSSSD for 2014-
2015 SY

(5) MOTION: accept and approve the REAP (Rural Education Achievement Program) Grant award in the amount of \$14,942.00 for the 2014-15 school year. (Attachment #2)

Accept and
approve REAP
Grant

(6) MOTION: To approve board members to attend the NJSBA annual workshop on October 28-30 at the Atlantic City Convention Center. Please use the following link to view more information of the programs that will be offered at the Convention: <http://www.njsba.org/workshop/> The Schedule of classes is attached (Attachment #10)

Approve Board
members to attend
NJSBA Convention

(7) MOTION: To approve the 2014-15 petty cash fund in the amount of \$250. The maximum expenditure allowed is \$75.00. All unused petty cash funds shall be returned to the depository at the end of the fiscal year. Funds are to be used for emergencies and small purchases only and not to subvert the intent of the regular purchasing procedures or for routine expenditures.

Approve 2014-15
petty cash

D. Facilities Report

Facilities Report

The following Facilities motions were made by Mr. Kellner and seconded by Mr. Adelman. Motions were carried unanimously on a roll call vote.

(1) Director of Facilities Report

MOTION: To approve Facility Report as submitted.

E. Personnel

The following motions for Personnel were made by Ms. Byrd and seconded by Mr. Kellner. Motions were carried unanimously on a roll call vote.

- | | |
|---|--------------------|
| | Personnel |
| (1) MOTION: To approve the following advisors/coaches for the 2014-2015 year:
* Safety Patrol--Dianna Abraham/Elaine Baker (shared)
* Student Council--Maria Malkin/Rebecca Jamison (shared)
* Yearbook--Laurie Roselli
* Honor Society--Elaine Baker
* Drama --Sonya DeLucca/Tamara Bashenko (shared)
* District Test Coordinator-- Dianna Abraham
* School Test Coordinator-- Rachel Mattera | Activity Advisors |
| (2) MOTION: To approve criminal history approved Melissa Mashura as a school volunteer. | School Volunteer |
| (3) MOTION: To approve criminal history approved Melissa Mashura as a substitute teacher for the 2014-15 school year. | Substitute teacher |
| (4) Recommend approval of criminal history Debbie Anderson approved one-to-one tutor as per IEP maximum 6 hours per week at the contracted rate of \$34.50. | |
| (5) MOTION: To approve Andrea Storey, Ellen Fatcher, Elaine Baker, Ken Morgenweck and Brendan Smith for homework helpers for 3 rd and 4 th grades for math and language arts at the contracted rate of \$34.50 per hour for maximum of two hours per week. | Homework Helpers |
| (6) MOTION: To approve James Pettitt and Wayne Netherby as Sound Technicians at the rate of \$34.50 per hour on an as needed basis. | Sound Technicians |

DISCUSSION: took place in reference to the sound technician position and the basketball and softball stipend positions.

F. Other Items/Committees

Approval of Minutes

MOTION: To approve Regular and executive sessions August 27, 2014 as submitted. Ms. Byrd Second: Mr. Kellner. Motion carried

Approve Minutes of August 27, 2014

Old Business

Old Business

Transportation--Jointure Contract for review prior to recommendation of approval (Attachment #13)

Ad Hoc Committee Planning Committee Meeting will take place soon.

New Business

New Business

Ms. Byrd Discussed Buena Regional High School and late activity bus transportation.

MOTION: To open meeting for public discussion. Mr. Adelman Second: Mr. Kellner. Motion carried unanimously. (7:45 pm)

Open meeting to public discussion

Discussion took place by Sarah Sharpe on the benefits (from her high school experience) of an athletics / activities late high school bus route.

Discussion

7:47 Motion to close public session by Ms. Byrd and seconded by Mr. Kellner

Close public session

Executive Session

Executive Session

WHEREAS, Public Law 1975, Chapter 231, known as the Open Public Meetings Act, provides that a public body may not exclude the public from any meeting to discuss any matter described therein until the public body has first adopted a Resolution; and

WHEREAS, the Board of Education of the Estell Manor School District has determined that the following items must be discussed in closed session and that the public must be excluded from said deliberations; and

WHEREAS, the Board of Education of the Estell Manor School District has determined that the subject matter of the closed discussion falls within those matters described in subsection 7b of the Open Public Meetings Act; Now, therefore, be it resolved, by the Board of Education of the Estell Manor School District, Atlantic County, state of New Jersey, that:

The Board of Education will go into closed session to discuss matters that may pertain to Legal, Privacy, Negotiations, Finance, Personnel, or Litigation. There may or may not be action taken.

Be it further resolved that the Board of Education of the Estell Manor School District will disclose to the public the subject matter of said closed discussions as soon as the matters have been resolved and the determination can be disclosed to the public.

Student Matter: Mediation Request

Student Matter: HIB Procedures

MOTION: To adopt the above Resolution. Mr. Adelman Second: Mr. Kellner. Motion carried unanimously. (7:47 PM)

CLOSED SESSION

Closed Session

MOTION: To resume Open Public Meeting. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously. (8:19 PM)

Resume Open Public Meeting

MOTION: Ms Byrd made a motion to affirm the Superintendent's decision in reference to the Harassment, Intimidation and Bullying investigation (HIB Case # 14-9-1). The Board took this action because a distinguishing characteristic was not present, as required by NJSA 18:37-14. Motion was seconded by seconded by Mr. Adelman. Roll call vote: Unanimous all in favor.

HIB Case 14-9-1

Adjourn:

Adjourn

MOTION: To adjourn the meeting. Mr. Byrd Second: Mr. Kellner. Motion carried unanimously.

Time: 8:21 PM

Respectfully Submitted,

Rose M. Millar
Business Administrator/Board Secretary