

The Estell Manor Board of Education held its regular meeting on Wednesday, June 25, 2014 at the Estell Manor Elementary School. The meeting was called to order at 7:04 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

Flag Salute

The Flag Salute was led by the Vice President, Martin Klosek.

Roll Call

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

Public Discussion:

MOTION: To open meeting for public discussion. Mr. Adelman Second: Mrs. Byrd. Motion carried unanimously. (7:05 pm)

Public Discussion

Mrs. Casagrande – next Community Planning Group Meeting will be July 17, 2014. Please send in any Board input of possible things to focus on by then.

MOTION: To close meeting to public discussion. Mrs. Byrd Second: Mr. Adelman. Motion carried unanimously. (7:09 pm)

Superintendent’s report:

Supt. Report

Superintendent Report of Informational Items

1. Enrollment 2014-15

Enrollment

	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June
Estell	187	184	182	177	174	174	174	174	174	
Buena	56	56	56	57	57	56	56	54	54	
ACIT	36	36	36	36	36	36	36	36	36	
HomeScl	1	1	1	1	1	1	1	1	1	
ACSSSD	4	4	4	4	4	4	4	4	4	
Yale Medford	1	1	1	1	1	1	1	1	0	
Yale NorthFld	0	0	0	0	0	0	0	0	1	
Charter HS	2	2	2	2	2	2	2	2	2	
TOTAL	287	284	282	278	275	274	274	272	272	0

2. Attendance

Attendance

Student Attendance – May

Possible Days for students: 21
Total Absences: 153

Total Enrollment: 174

Percentage of Absences: 4.2%
Average Daily Attendance: 165

Staff Attendance: May

Percentage of Occasional Absence: 3.9%

Non-Certified Staff: Total Absences: 6

Percentage of Occasional Absence: 2.12 %

Certified Staff: Total Absences: 18

3. Drills

Drills

A. Fire Drill: 5/9/14 1:30

B. Security Drill: 5/19/14 Bomb Scare 1:20

- 4. Professional Development
None Professional Development

- 5. Other Items Other Items
 - A. **Wildcats’ Den Before and After School Program**—Information distributed
 - B. Summer Camp Activities –Spots still available
 - C. School Business Administrator Contract—Approved by County (Attachment # 1)
 - D. End of Year Activities
 - E. Rowan University—Field Placement acceptance letter received from Elizabeth Spengler (Elementary Education) who will work with Mrs. Mattera 9/2/14-12/17/14.
 - F. Comprehensive Equity Plan—Statement of Assurance for 2014-2015 (Attachment #2)
 - G. **New Jersey Department of Education “Reconciliation Report for School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act” for 1/6/11-6/30/13 as of April 29, 2014—No errors found by DOE (Attachment #3)**
 - H. Strategic Planning/Community Partnership Committee /City & School Meeting School Meeting
We continue to welcome community involvement. We extend a special thank you to Judy Casagrande and all committee members for their Community Partnership Committee efforts. The next meeting will be held on July 17th. All are welcome to attend.
 - I. Local District Special Education Public Report for 2012-2013 (Attachment #4)
 - J. Guided Reading for grade K-4
 - K. Promotion Activities for Eighth Graders June 19th
 - L. 2014-2015 School Year Calendar Field Trips

- 7. Field Trips - None

- 8. Recommendations of the Superintendent Recommendations of The Superintendent
The following motions were made by Mr. Adelman and seconded by Mrs. Byrd:
 - A. Curriculum and Student Affairs Curriculum and Student Affairs
On a motion made by Mr. Adelman and seconded by Mrs. Byrd, the following Curriculum and Student Affairs items were unanimously approved on a roll call vote with no abstentions.

- Field Trips
None

- Fundraisers
None

- HIB Report HIB Report for May/June 2014
MOTION: To approve the Harassment, Intimidation and Bullying (HIB) report for the month of May/June.
 - Case #: (#8)* HIB
 - (#9) Non HIB
 - (#10)* HIB
 - * (#8 & #10 Related and #10 investigated upon recommendation of the Department of Education)

- Nurse’s Monthly Report

MOTION: To approve the Nurse's monthly report.

Nurse's monthly report

2014-2015 Annual Calendar

MOTION: To approve the 2014-2015 School Year Calendar (Attachment#6)

2014-2015 Annual School Calendar

B. Policy

On a motion made by Mrs. Byrd and seconded by Mr. Adelman, the following Policy items were unanimously approved on a roll call vote with no abstentions.

Policy – Second Readings

MOTION: To approve of policies for 2nd reading approval

- 4119.26 Electronic Communication by School Staff
- 4219.26 Electronic Communication by School Staff
- 5113 Attendance Absences and Excuses
- 5131.6 Substance Abuse
- 5141 Health
- 2224 Nondiscrimination/AA
- 4111 Recruitment, Selection and hiring
- 4211 Recruitment, Selection and hiring
- 4111.1 Nondiscrimination/AA
- 4211.1 Nondiscrimination/AA
- 5145.4 Equal Educational Opportunity
- 6121 Nondiscrimination/AA
- 5145 Extracurricular Activities
- 6147 Evaluation of individual Student Perf

Finance

C. Finance

Committee Meeting:(Combined with Facilities): June 10 & 13, 2014 (Attachment #7)

On a motion made by Mrs. Byrd and seconded by Mr. Adelman, the following Finance items were unanimously approved on a roll call vote with no abstentions.

Monthly Certifications

(1) Monthly Certifications

Board Secretary's Certification:

Pursuant to Administrative Code, *N.J.A.C. 6A: 23-2.11(c)(3)* I certify that as of May 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: 23-2.11(c)1*, In accordance with *N.J.A.C.6A:23-2.11(c)2*, it is certified that there are no changes in anticipated revenue amounts and sources for the month of May 2014.

Board of Education Monthly Financial Certification: (Attachment # 8)

The Board Secretary recommends the Board certify that according to the Board Secretary's Certification as of May 31, 2014, after

review of the Secretary's Monthly Financial Reports submitted, to the best of their knowledge:

- 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:23-11(c)4& N.J.A.C 6A:23-2-11(c)3a*
- 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 May 2014.

The following motions were made by Mrs. Byrd and seconded by Mr. Adelman:

(2) Approval of Expenditures (Attachment # 9)

Approval of Expenditures for June 2014

MOTION: To approve expenditures for the month of June 2014 as listed

Fund 10	0.00
Fund 11	211,071.33
Fund 20	133.95
<u>Fund 80</u>	<u>117.00</u>
Total	\$211,322.28

(3) Budget Transfers (Attachment #10)

Budget Transfers for May 2014

MOTION: To approve transfers for the month of May 2014.

(4) Cafeteria Financial Statements and Reports (Attachment # 11)

Cafeteria Financial Statement and Report for May 2014

MOTION: To approve of Nutri-Serve Cafeteria Financial Statement report for May 2014. The net income for May is -\$908.94. (The year to date deficit as of May 31, 2014 is -\$2,027.84) (Last year this time: year to date deficit was -\$10.80).

(7) Deposit Funds to Capital Reserve

Deposit Funds to Capital Reserve

MOTION: To approve Resolution to deposit \$70,000 into the Capital Reserve Account at the close of the 2013-2014 budget subject to final audit review during the 2013-14 audit process.

(8) Deposit Funds to Maintenance Reserve

MOTION: To approve Resolution to deposit \$ 70,000 into the Maintenance Reserve Account at the close of the 2013-2014 budget subject to final audit review during the 2013-14 audit process.

Deposit Funds to Maintenance Reserve

(9) 2014-15 IDEA Grant acceptance

MOTION: To accept the 2014-15 IDEA Grant award allocations as follows:

IDEA-Basic	\$59,084
IDEA-preschool	\$1,532

Accept 2014-2015 IDEA Grant Award allocations

(10) 2014-15 NCLB Grant acceptance

MOTION: to accept the 2014-15 NCLB Grant award allocations as follows:

NCLB Title I	\$14,997
NCLD Title II	\$11,191

Accept 2014-2015 NCLB Grant Award allocations

(11) Local tax levy
MOTION: To approve the requisition of the local tax levy from the City of Estell (Attachment 12)

Approve local tax levy

(12) YALE School Lunch
MOTION: To approve the Board, in accordance with the NJAC 6A:23-4.5(a)(20) agrees and consents that YALE School is not required to charge **district students for any "paid or reduced meals" for the 2014-15 school year**

Approve YALE School Lunch

(13) ACCASBO-JIF Premium Payment
MOTION: To approve ACCASBOJIF Premium Payment: Recommend approval of payment for first installment for ACCASBOJIF for 2014-2015 school district insurance in the amount of \$16,825 due July 15th. (2014-2015 full premium = \$21,656 (last year was \$22,587) (Attachment #13)

ACCASBO-JIF Payment

(14) Transportation Jointure with Weymouth Twp. For YALE student
MOTION: To approve transportation jointure with Weymouth for transportation for one student to the YALE School in Northfield in the amount of \$18,900 for the 2014-2015 school year. (\$105/day for 180 school days)

Transportation Jointure with Weymouth Twp for YALE School for 2014-2015 SY

(15) Cape May County Itinerant Services Agreement
MOTION: To approve the 2014-15 itinerant services agreement with Cape May County Shared Services to be used as an on needed basis.

Cape May County Itinerant services for 2014-2015 SY

(16) ESY Transportation agreement with Upper Township for YALE East
MOTION: To approve the 2013-14 joint transportation agreement with Upper Township School for transportation of one student to the YALE East School in Northfield in the amount of \$1,961.00 from May 5th through the end of the school year. (37 days at \$53/day).

ESY Transportation agreement with Upper Twp for YALE 2013-2014

(17) 2014-15 itinerant services agreement with Salem County Shared Services
MOTION: To approve the 2014-15 itinerant services agreement with Salem County Shared Services to be used as an on needed basis.

2014-2015 Itinerant services with Salem County Shared Services

BOARD DISCUSSION:
Discussion about #9 preschool
Discussion on Cafeteria #4. Asked for a written response regarding the deficit.

Board Discussion

D. Facilities Report
Committee Meeting: (Combined with Finance): June 10 & June 13, 2014 (Minutes attached #7)

Facilities Report

On a motion made by Mr. Adelman and seconded by Mrs. Byrd, the following Facilities items were unanimously approved on a roll call vote with no abstentions.

The following motions were made by Mr. Adelman and seconded by Mrs. Byrd:

Use of Facilities Applications

(1) Use of Facilities Applications

MOTION: to approve the requested use of facility
By: Debbie Anderson
Use: Scrapbooking & Card Making Classes

Date/Times: June 30 – July 3, 2014 Mon–Fri, 9:00am – 1:00pm
Date/Times: July 7 – July 11, 2014 Mon–Fri, 9:00am – 12:00pm
Date/Times: July 14 – July 18, 2014 Mon–Fri, 9:00am – 12:00pm
Rooms: Classroom
Fee: TBD
Proof of Ins: No

(2) Director of Facilities Report

MOTION: To approve Facility Report as submitted.

Facility Director Report

(3) Direct Install Program – Revised Scope of Work

MOTION: To approve participation in the Direct Install Program Scope of Work for lighting upgrades and rooftop unit replacement at 70% funding for a total cost to the school of \$15,137.12. The district will be saving over \$35,000 (Attachment #15)

Direct Install Program Revised Scope of Work

BOARD DISCUSSION:

Discussion took place about #1 Use of facilities.
Discussion took place about #3 Scope of Work.

Board Discussion

E. Personnel

Committee Meeting took place on June 10, 2014

Personnel

On a motion made by Mr. Klosek and seconded by Mr. Adelman, the following Personnel items were unanimously approved on a roll call vote with no abstentions. Tabled Items where noted

(1) MOTION: To approve renewal of James Pettitt, Supervisor Buildings & Grounds/Custodian at the salary of \$64,650.48*; Tenured Employee for the 2014-15 school year pending negotiations.

Renew Tenured Employee, James Pettitt for 2014-15 SY

(2) MOTION: To approve renewal of June Heath, Administrative Secretary/Accounts Payable/Payroll at the salary of \$42,190.83*; Tenured Employee for the 2014-15 school year pending negotiations.

Renew Tenured Employee, June Heath, for 2014-15 SY

(3) MOTION: To approve renewal of part-time non-tenured teacher aides for the 2014-15 school year as follows:

Debra Anderson
Jonna Drake
Yvonne Johnson-Cane
Amy Needles
Stacey Olsen

Renew part-time Non-tenured teacher aides for the 2014-15 SY

(4) MOTION: To approve renewal of Joelle Tenaglia as Supervisor of Child Study Team for the 2014-15.

Approve Joelle **Tenaglia** for 2014-15 SY

(5) MOTION: To approve School Business Administrator Contract for the 2014-15 school year (approved by the Atlantic County Office on June 16th) in the amount of \$81,600. (Attachment #16)

Approve SBA contract for the 2014-15 SY

(6) MOTION: To approve June Heath as Substitute Caller at the stipend of \$2,500 per year for the 2014-2015 school year.

Approve Substitute Caller for 2014-15 SY

(7) MOTION: To approve June Heath as Child Study Team Clerk at the stipend of \$6,000 per year for the 2014-2015 school year.

Approve CST Clerk for the 2014-15 SY

- (8) MOTION: To accept, with regret, the resignation of Ms. Betty Ann Peters, Custodian, effective June 27, 2014. Ms. Peters is thanked for her hard work and service to the district. Accept resignation of Mrs. Peters
- (9) MOTION: To acknowledge **Jill Kuppel's tenure as a Guidance Counselor** as of September 2003. Acknowledge tenure of Jill Kuppel as Guidance Counselor
- (10) MOTION: To approve all teaching staff to serve as Home Instructors as needed. Approve all teaching staff for Home Instructors
- (11) TABLED: To approve one part-time Elementary Teacher position to convert to full-time Elementary Teacher/Teacher of Students with Disabilities. Motion was tabled. TABLED
- (12) MOTION: To approve James Petitt as Asbestos Management Officer, Indoor Air Quality Designee, Integrated Pest Management Coordinator, Right to Know Officer, Chemical Hygiene Officer and Safety and Health Designee for the 2014-2015 school year. (Tabled reorganization item from last meeting) TABLED
- (13) MOTION: To approve I, Ian Santana to apply for County Substitute Certificates. Criminal history approval is on file. Approve Ian Santana to apply for County Sub. Cert.
- (14) MOTION: To approve hiring Joy Ferronto as full time Confidential Secretary effective July 1, 2014 at the rate of \$35,000 per year. Approve hiring Joy Ferronto as full time Confidential Secretary
- (15) MOTION: To approve criminal history approved Betty Peters as substitute custodian. Approve Betty Peters as sub custodian
- (16) MOTION: To approve James Petitt, Facilities Director, to carry eight vacation days to the 2014-15 school year in addition to the allowed five carryover days. Approve Petitt carry over vacation days from 2013-14 to 2014-15
- BOARD DISCUSSION:
Discussion was held regarding # 11 and motion was tabled. Board Discussion
- The above motions carried on a roll call vote with all members present voting in favor of the motion. However, #11 was tabled.
- F. Other Items/Committees Other Items/Committees
- Regular and Executive Session Meeting Minutes:
MOTION: To Approve Regular and Executive Meeting Minutes of May 28, 2014 and April 30, 2014 Executive Session Minutes as submitted. (See Addendum #18) Mrs. Byrd Second: Mr. Adelman. Motion carried unanimously. Approve regular and Executive Session Minutes for May 28 & April 30, 2014
- Old Business: Old Business
Tuition adjustment from Buena
- Busing update/memo prepared by Rose Millar, SBA (See attachment #19)
- Mr. Adelman – SAT update – 14 confirmed students so far.
Mr. Adelman spoke about recently deceased board member, Corinne Olson, and if the board wished to honor her in any way with a collection/plaque/ed tree. It was requested that the SBA email, via undisclosed email list, all board members.

New Business:

Mr. Adelman - facility use and stage- suggested music/theatrical productions for the community.

New Business

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.

MOTION: To adopt the above resolution. Mr. Adelman Second: Mrs. Byrd. All in favor, none opposed. (8:07 pm)

Closed Session

CLOSED SESSION

MOTION: To resume public meeting. Mr. Adelman Second: Mr. Klosek. All in favor, none opposed. (9:07 pm)

Resume Public Meeting

Adjourn:

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

Adjourn

Time: 9:07 PM

Respectfully Submitted,

Rose M. Millar
Business Administrator/Board Secretary