Call to Order

The Estell Manor Board of Education held its regular meeting on Wednesday, December 18, 2013 at the Estell Manor Elementary School. The meeting was called to order at 7:03 p.m. by Board President, Leah McDonnell.

Open Public Meeting Announcement

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.

Flag Salute

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

Roll Call

Present – Leah McDonnell, Martin Klosek (7:05), Robert Kellner, Howard Adelman and Teresa Byrd. Noëlle Jacquelin, Superintendent, Brett Gorman 7:05), Solicitor and Rose Millar, Business Administrator/Board Secretary were also present.

Annual Audit Presentation

Presentation:
2012-2013 Comprehensive Annual Audit Report – Gene Taormina, CPA of Preziosi, Nicholson & Associates. (7:05 – 7:16)

Public Discussion

<u>Public Discussion:</u>
MOTION: To open meeting for public discussion. Mrs. Byrd Second: Mr. Klosek. Motion carried unanimously. (7:16PM)

Community Relations Group

Judy Casagrande – Community Relations Group will meet January 9, 2014 at 7:00 PM.

MOTION: To close meeting to public discussion. Mr. Adelman Second: Mrs. Byrd. Motion carried unanimously. (7:18PM)

Correspondence

<u>Correspondence:</u>
None

Superintendent's Report

<u>Superintendent's report:</u>
The Superintendents report was approved on a motion made my Mr. Adelman and seconded by Mr. Klosek and a roll call vote.

Ms. Jacquelin reported on the following: The average daily attendance was

Attendance

<u>Student Attendance – November:</u> Total Enrollment: 181
Possible Days for students: 3,044 Percentage of Absences: 5.49%
Total Absences: 167 Average Daily Attendance: 169

<u>Staff Attendance: November:</u>

<u>Certified Staff:</u>	Total Absences:	16
	Percentage of Occasional Absence:	4.28%
<u>Non-Certified Staff:</u>	Total Absences:	33
	Percentage of Occasional Absence:	21.57%

Drills

<u>Drills:</u>
Fire Drill – 12/4/13 1:15
Security Drill – 12/5/13-Lockdown (Active Shooter) w/ Trooper Sysol

Evaluations

<u>Second Round Evaluations:</u>
The faculty evaluation is in progress. A joint observation, as required by AchieveNJ, was completed. The SCIP continues to meet.

Interim Progress Reports

<u>Interim Progress Reports:</u>
Interims will be distributed to all students for parent/guardian review December 20th.

School Choice: School Choice

Student application deadline was December 2nd. We had a total of five applicants at the time of the deadline. Next year's Choice program will be Kindergarten based due to projected enrollment. Three kindergarten students are accepted into the program for the 2014-2015 school year. The two remaining students were selected in a lottery drawing and are presently on our waiting list.
In addition, Choice Program information was updated by the DOE on December 12, 2013. Siblings of current Choice students now are permitted, even if this brings the count above the recently imposed cap. (Attachment #1)

Felician College: Felician College Study

We have been asked to participate in a study. (Attachment #2)

AchieveNJ: AchieveNJ

Thomas Dowd, County Superintendent, announced waivers may be available for small districts that are unable to comply with certain portions of the mandates.

NJTRAx: NJTRAx

Readiness tool and PARCC readiness updates. (Attachment #3)

Proposed Budget Legislation: Proposed Budget Legistlation

Legislation is being considered that may change timelines. Date for consideration by State is December 19th. (Attachment #4)

New Dyslexia Law and Pending Bill: New Dyslexia Law and Pending Bill

The pending law discusses screening. The DOE has not yet organized professional development regarding this new law. Our district will be hosting an in-service regarding Dyslexia in March.

SEMI Program: SEMI Program

We have been granted a waiver for the 2013-2014 academic year as we continue to await Medicaid status of students. (Attachment #5)

CST/504 Teams: CST/504 Teams

Special thank you to Joelle Tenaglia for taking over the reins regarding IEPs and 504s. We continue to remain in compliance regarding timelines.

Homeless/Foster Care Liaison/Educational Stability: Homeless/Foster Care Liaison/ Educational Stability

Special thank you to Joelle Tenaglia and Rose Millar for obtaining and investigating reimbursement possibilities regarding the 2010 change in law.

DOE Meeting with Bari Erlichson, Chief Performance Office: DOE Meeting

Scheduled for December 12th at the County DOE Office.

Professional Development: Professional Development

December 12th in-service topics included the Common Core, PARCC, budget formation, and district goals. (Attachment #6) Upcoming in-service in January will focus on new *Go Math* program.

Teacher of the Year

Teacher of the Year and County-Wide Teacher Recognition and Student Recognition Luncheons:
The dates are set for May 29th for the Teacher Recognition Luncheon and June 3rd for the Student Recognition Luncheon. Congratulations go to Estell Manor Teacher of the Year Rachel Mattera.

Strategic Planning/ Community Involvement

Strategic Planning/Community Involvement:
We continue to welcome community involvement. The Facilities Use Form is available; we will be reviewing the form. One-time use insurance might be required by the JIF at a minimal cost. Special thank you to Judy Casagrande for her community involvement efforts.

Superintendent Evaluation

Superintendent Evaluation:
Review evaluation tools and recommend adoption of a tool at the next meeting.

District Goals

District Goals:
Information from Charlene Zoerb of NJSBA was included in the packet. The staff also discussed district-wide goal setting December 12th. (Attachment #7)

Field Trips

Field Trips:
Choir trip was a success. Watch Channel 40! Thank you to Wayne Netherby.

Website

Web site:
Updates continue to be posted. SAT information is posted for our high school students.

Fundraisers

Fundraisers:
Safety Patrol: Dec 6-13 – Johnson's Popcorn for trip to Great Adventure in June. January: Joe Corbi's Pizza for trip to Buehler Challenger Science Center in April.

December Events

December Events:
12/3 – Choir Trip
12/6 - Student Council Dance
12/12 – Teacher In-service 1:30 dismissal
12/13 – Santa Meet and Greet
12/16 – Holiday Concert/Holiday Shop
12/17 – Holiday Shop/Buena H.S. Visit
12/18 – BOE Mtg.
12/20 – Visit from Santa/1:30 Dismissal Winter Break Begins

Academic Tutorial Help

Academic Tutorial Help:
Students and Parents/Guardians are encouraged to utilize the before- and after-school help sessions.

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SUPERINTENDENT'S RECOMMENDATIONS:

Superintendent's Recommendations

The following motions were made by Mr. Klosek and seconded by Mr. Kellner. All motions were unanimously approved on a roll call vote with any abstentions noted.

Nurse's Monthly Report

Nurse's Monthly Report

MOTION: To approve the Nurse's monthly report. (Attachment #8)

Felician College

Felician College

MOTION: To approve based on prior agreement with previous Superintendent.

District Goals

District Goals

MOTION: To approve adoption of district and board goals for the academic year.

Board Goals:

B1- Understand and utilize best practices in communication within the board, between the board and CSA, and the board and all district stakeholders.

B2- Ensure the effective use of committees that overall contributes to board governance, operations, and communication.

B3 – Support the implementation of the district strategic plan through financial planning and prioritizing resources.

District Goals:

D1- The superintendent, in cooperation with the administrative team and teaching staff will implement the Common Core State Standards in K-8 classrooms.

D2- The superintendent, in cooperation with the administrative team and teaching staff will provide research-based professional development opportunities to enhance understanding of neuroscience, effective teaching strategies, and pedagogy.

D3- The superintendent, in cooperation with the administrative team and teaching staff will begin to implement a well-articulated and coordinated curriculum across all grade levels and disciplines with the aim to enhance overall student achievement.

D4- The superintendent, in cooperation with the administrative team and teaching staff will ensure that the district remains financially solvent and fiscally responsible.

Fundraisers

Fundraisers

MOTION: To approve fundraisers for the 2013-2014 school year for Student Activities

HIB Report

HIB Report

MOTION: To approve the Harassment, Intimidation and Bullying (HIB) report for the month of November as listed below.

# of Total Cases Reported	0
# of Cases Closed	0
# of Cases Opened	0
# of actual HIB Cases	0

Board Secretary's Report

Board Secretary's Report:
The Board Secretary's report was approved on a motion made my Mr. Kellner and seconded by Mr. Klosek and a roll call vote.

Board Secretary's Certification

Board Secretary's Certification:
Pursuant to Administrative Code, *N.J.A.C. 6A: 23-2.11(c)(3)* I certify that as of November 30, 2013 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 count 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 were no changes in anticipated revenue amounts and sources for the month of November 2013.

Policies for Second Reading

Policies for Second Reading

4116P	Evaluation of Teaching Staff Members
4116R	Evaluation of Teaching Staff Members
2130P	Principal Evaluation
2130R	Principal Evaluation

Policies for Third Reading

Policies for Third Reading

4119.22	Conduct and Dress
6171.4	Special Education

Wellness Check

Wellness Check
The NJSBA "Wellness Check" report was received. Minor items noted for updating, but overall, they commended our policy manual for a job well done.

Eagle Scout Fence Project

Eagle Scout Fence Project
We are waiting for information and scheduling for the Eagle Scout split rail fence project. The City of Estell Manor has approved the zoning permit for the project.

Facilities Update

Facilities Update
ROD grant applications have been approved. A Local Government Energy Audit through the BPU has been applied for. The CSA and SBA met with Architect John Veisz of FVHD, and a meeting with McManimon & Scotland (a general practice firm with a special emphasis in finance) is scheduled for 1/8/14.

Safety Award

Safety award
Estell Manor School received financial awards at the 12/4/13 annual JIF dinner in the amount of $4,750.00 for outstanding performance in claims processing and claims management, and elite II safety incentive.

Budget

Budget
Mid-year 2013-14 budget review is scheduled for 11:00am 12/18/13 at the Atlantic County Office.

BA/BS Recommendations

Business Administrator/Board Secretary's Recommendations:

The following motions were made by Mr. Kellner and seconded by Mrs. Byrd. All motions were unanimously approved on a roll call vote with any abstentions noted.

Board Financial Certification

Board of Education Monthly Financial Certification:
MOTION: To certify that according to the Board Secretary's Certification as of November 30, 2013, 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 and expenditures, which in total exceed the line item appropriation in violation of *N.J.A.C. 6A:23-11(c)4* and *N.J.A.C. 6A:23-2-11(c)3* and 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 November 2013. (Attachment #9)

Regular & Closed Meeting Minutes

Regular and Closed Meeting Minutes:
MOTION: To approve Closed Meeting of November 25, 2013 be approved as submitted. (See Attachment #10)

Cafeteria Financial Statements

Cafeteria Financial Statements and Reports:
MOTION: to approve Nutri-Serve Cafeteria Financial Statement report for November 2013. The net loss for November is -$195.51. (The year to date deficit as of November 30, 2013 is -$2,181.62)

Facilities Report

Facilities Report
MOTION: To approve of Facility Report as submitted.

Approval of Expenditures

Approval of Expenditures:
MOTION: To approve expenditures for the month of November 2013 as listed: (See Attachment #13)

Fund 10	$2,260.00
Fund 11	$185,995.01
Fund 20$	,184.82
Fund 40	$111,029.00
Total	$300,468.83

Budget Transfers

Budget Transfers:
MOTION: To approve transfers for the month of November 2013. (Attachment #14)

Approval of 2012-2013 CAFR

Approval of 2012-13 CAFR
MOTION: To approve the 2012-13 school district's Comprehensive Annual Financial Report as presented by Mr. Gene Taormina, CPA or Preziosi Nicholson & Associates. As of June 30, 2013, Fund Balance (surplus) is in the amount of $322,869.43 of which $71,303.43 is considered excess surplus and must be designated for the 2014-15 school district budget.

Approve 2012-13 Corrective Action Plan

Approval of 2012-13 Corrective Action Plan
MOTION: To approve the 2012-13 corrective action plan. Two findings and recommendations were noted in the Auditor's Management Report.
1. Finding: District personnel did not perform an analysis of outstanding purchase orders at June 30th and prepare the separate listings of purchase comprising the balance sheet account balances for accounts payable and reserve for encumbrances.
Recommendation: Purchase orders should be reviewed for proper classification at June 30th as accounts payable or reserve for encumbrances based upon the goods have been received or the services rendered.

Corrective Action: The District will thoroughly review the classifications of purchase orders to determine whether they are accounts payable or reserve for encumbrances as of June 30th and notate accordingly in the accounting system.
2. Finding: The purchase of a floor scrubber in the amount of $6,041.00 was made without obtaining competitive quotes as required by N.J.S.A. 18A:18A-1 et seg.
Recommendation: That the District complies with purchasing requirement provided by N.J.S.A. 18A:18A-1 et seq.
Corrective Action: The District will obtain quotes, as required by law, for all purchases of $5,400.00 or greater.

Bayada Nursing Contract

Bayada Nursing Contract

MOTION: To approve Nursing Services contract with Bayada Home Health Care, Inc. in the hourly rate of $40/hr for LPN services and$50/hr for RN services for a special student as per IEP.

Old Business:

Old Business

None

New Business:

New Business

None

Buena:

Buena

Discussion on academic progress at Buena Regional High School. Low % going on to 4 year college. Estell Manor Child Study Team employee should contact Buena's Child Study Team.

Public Relations:

Public Relations

None

Legislative:

Legislative

Mrs. McDonnell – went to December meeting it was a round robin. She asked choice question: Next County meeting is in February 6th. Leah will attend but is willing to have another board member attend if requested.

Policy Committee:

Policy Committee Approve Second Reading of Policies

MOTION: To approve the Second Reading of the following policies:

4116P	Evaluation of Teaching Staff Members
4116R	Evaluation of Teaching Staff Members
2130P	Principal Evaluation
2130R	Principal Evaluation

Approve third reading of Policies

MOTION: To approve the Third Reading of the following policies:

4119.22	Conduct and Dress
6171.4	Special Education

Mrs. Byrd Second: Mr. Klosek. Motion carried unanimously.

Planning Committee:

Planning Committee

None

Finance Committee:

Finance Committee

None

Personnel Committee:

Personnel Committee

None

Negotiations

Negotiations:
None

Facility Committee

Facility Committee:
None

Closed Session

Executive Session:
BE IT RESOLVED at a Public Meeting of the Board of Education held on December 18, 2013, that pursuant to Sections 7 & 8 of the Open Public Meetings Act the following subjects be discussed in a session of the Board of education closed to the public: 1. It is presently anticipated that the items mentioned in this Resolution can be disclosed to the public when final action has been taken.

MOTION: To adopt the above Resolution. Mrs. Byrd Second: Mr. Adelman. Motion carried unanimously. (8:28 PM)

CLOSED SESSION

MOTION: To resume Open Public Meeting. Mr. Klosek Second: Mr. Adelman Motion carried unanimously. (9:14 PM)

Adjourn

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

Time: 9:14 PM

Respectfully Submitted,

Rose M. Millar
Business Administrator/Board Secretary