

The Estell Manor Board of Education held its regular meeting on Wednesday, September 25, 2013 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, Martin Klosek, Robert Kellner, Howard Adelman and Teresa Byrd. Noëlle Jacquelin, Superintendent, Brett Gorman, Solicitor and Rose Millar, Business Administrator/Board Secretary were also present.

Roll Call

Presentations:

None.

Presentations

Public Discussion:

MOTION: To open meeting to public discussion. Mr. Kellner Second: Mr. Klosek. Motion carried unanimously. (7:03 PM)

Public Discussion

Public Discussion – Mrs. Kuppel's & Mrs. DeGirolamo's positions were discussed.

MOTION: To close meeting to public discussion. Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously. (7:30 PM)

Close Public Discussion

Correspondence:

Letter from Mrs. Casagrande regarding the Strategic Planning Committee.

Correspondence

MOTION: To file correspondence appropriately. Mrs. Byrd Second: Mr. Adelman. Motion carried unanimously.

Superintendent's report:

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

Superintendent's Report

Student Attendance – August

Total Enrollment: N/A

Possible Days for students: N/A

Percentage of Attendance: N/A Total Absences: N/A

Average Daily Attendance: N/A

Attendance

Staff Attendance: August

Certified Staff: Total Absences: N/A

Percentage of Occasional Absence: N/A

Non-Certified Staff: Total Absences: 31.5

Percentage of Occasional Absence: 28.64%

Drills:

Fire Drill – 9/9/13 2013 1:05

Security Drill – 9/12/13 Evacuation w/ Trooper Sysol 5:06

Drills

QSAC:

QSAC first district meeting—scheduled for September 23, 2013, at 1:50 to 2:30. The county meeting is the same day. The district QSAC meeting agenda will include a review of SOA all DPRs and documentation required. Mrs. Millar and Mr. Pettitt have scheduled a preliminary facilities walk-through for September 26th. The date for public review is scheduled for the October 23rd BOE meeting. The due date for the "Statement of Assurance" and "District Performance Reviews": November 15, 2013. The QSAC district meeting QSAC Team will include Noëlle Jacquelin, Rose Millar, Lynn

QSAC

Regalbuto, Howard Adelman, Dianna Abraham, James Petitt, and Joyce Schwartz. Reminder: County Office Verification Visitation is scheduled for February 14, 2014.

Schedules

Revised schedules were distributed to all staff members.

Schedules

Book Fair

Book Fair was held on September 18th & 19th. All of the students had an opportunity to attend on both days.

Book Fair

Boy Scout Visit

The Boy Scouts visited the school on September 17, 2013 and gave a brief presentation during homeroom in grades 1-4.

Boy Scout Visit

Memorandum of Agreement

The NJ State Police visited the school to review and sign the MOA.

Memorandum of Agreement

Back to School Night

Back to School Night was held on September 19, 2013.

Back to School Night

Fire Drill/Lockdown

Our first fire drill 9/9/13 and Evacuation Drill 9/17 were held this month. All went well. A special thank you to the State Police, Fire Chief, City Hall and staff for their participation. (Attachment #1)

Fire Drill/Lockdown

School Choice Program

Funding question was posed to the Department of Education regarding tuition-waived students. Proposed seats for 2014-2015 will be presented. (Attachment #2)

School Choice Program

Strategic Planning/Community Involvement/High School Students

We welcome community input. Facilities Use Forms are available. One-time use insurance might be required by the JIF. Minimal cost. An SAT course is in the planning stages.

Strategic Planning/community Involvement/High School Students

Stockton Student Observation

Michelle Dever has begun her teacher observation period with Mrs. Mattera.

Stockton Student Observation

NJASK

All students received their results. Teachers reviewed these with the students. Parents/guardians received their individualized score reports.

NJASK

Special Education CST/504 Team

The CST/504 Team has been meeting on a weekly basis to review processes, procedures, and cases. Case Managers are being assigned.

Special Education CST/504 Team

Special Education Monitoring

The district was found to be in compliance. (Attachment #3)

Special Education Monitoring

Special Education Parent Advisory Committee Meeting

A Special Education Parent Advisory Committee Meeting was held at 6:30 pm on September 19, 2013.

Special Education Parent Advisory Committee Mtg.

United States Department of Education correspondence
Office of Civil Rights Data Collection survey approved for the 2011-2012 academic year. (Attachment #4)

United States Dept
of Education
Correspondence

October 11th In-Service

We will offer two ½ day trainings in OnCourse for all teachers. Teachers will also attend a ½ day at one of over forty other professional development offerings.

October 11 In-
service

SGOs

Teachers have received information regarding SGOs. They are formulating their own goals and these are due for submission November 15th. Additionally, the School Improvement Team has received the evaluation document.

SGO's

Status of aide and CST/504 Supervisor

Four individuals were chosen to be interviewed for the 27.5 hour per week aide position. Four individuals have inquired about the administrative position. One was chosen to be interviewed but canceled. On September 20th we received another application for the supervisory position. An interview is scheduled.

Status of aide and
CST/504
Supervisor

NJHire

Available positions are advertised on NJHire. Per diem substitutes are also currently being advertised.

NJHire

Goal Setting/Evaluation of Superintendent

The New Jersey School Boards Association will provide information that will be discussed further at the October BOE meeting.

Goal Setting/
Evaluation of
Superintendent

Gifted and Talented Program

Procedures for evaluation have been established.

Gifted & Talented
Program

Updated Forms

Revisions to the Field Trip, Bike Riding, Staff Acceptable Use of Technology, and Student Acceptable Use of Technology forms have been made. These are included in the BOE packet for review. (Attachment #5)

Updated Student-
Permission Forms

MOTION: To approve the Superintendent's Monthly Report. Mr. Adelman
Second: Mrs. Byrd. Motion carried unanimously.

Approve Supt.'s
Report

SUPERINTENDENT'S RECOMMENDATIONS:

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

Superintendent's
Recommendations

QSAC

MOTION: To approve QSAC Team members: Noëlle Jacquelin, Rose Millar, Lynn Regalbuto, James Petitt, Dianna Abraham and Howard Adelman.

QSAC

Leave of Absence

MOTION: To approve maternity leave for Kim Reger, Art Teacher from Feb.3, 2014 through March 14, 2014 (Attachment #6)

Leave of Absence

Part-time Aide

MOTION: To approve of Stacey Olsen as 27.5 hour per week aide at the rate of \$10.71 per hour/no benefits.

Part-time Aide

CST Secretarial Duties

MOTION: To approve Lynn Regalbuto for stipend position for CST secretarial duties for the 2013-2014 academic year at the rate of \$6,000 Account #11-000-219-105.

CST Secretarial
Duties StipendStipend positions for 2013-2014

MOTION: To approve the following staff members for the stipend positions listed below.

Co-Curricular
Activities stipend
positions

- Softball Coach: Morgenweck, Baker
- Basketball Coach: Morgenweck, Sharpe
- Yearbook Advisor: Rachel Mattera
- Student Council Advisor: Sarah Sharpe
- Drama/After School Advisor: Tami Bashenko
- Test Coordinator: Dianna Abraham
- Safety Patrol Advisor: Dianna Abraham
- Honor Society Advisor: Elaine Baker
- Teacher in Charge: Dianna Abraham

Substitutes

MOTION: To approve the following substitutes for the remainder of the 2013-2014 school year: Sarah Atkinson, Kelly Dodd, and Ashlee Seitz as a substitute teacher pending criminal history approval. James DiCarlo as a substitute teacher pending verification of certification and criminal history approval. Andrew Walczak as a criminal history approved substitute custodian.

Substitutes
Approved

MOTION: To approve increasing Jill Kuppel from 2.5 to 3 days (60%) at an annual salary of \$47,631.60. (Accounts: 11-120-100-101 - \$15,718.43, 11-130-100-101 - \$15,718.43 and 11-000-218-104 - \$16,194.74)

Increase Kuppel to
60% time.

MOTION: To approve Aime DeGirolamo as LDT-C effective 9/13/2013. Which is the date of official receipt of Certification..

Approve
DeGirolamo as
LDT-C

All motions were carried unanimously on a roll call vote.

BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

BA/BS Report

Board Secretary's Certification:

Pursuant to Administrative Code, *N.J.A.C. 6A: 23-2.11(c)(3)* I certify that as of August 31, 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 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 August 2013.

Board Secretary's
CertificationNJSBA Workshop 2013

October 22 – 24 – Atlantic City Convention Center - All Estell BOE members & administrators are registered. Mandatory training scheduled for Teresa Byrd on October 24th at 12:00pm. Please use the following link to view

NJSBA Workshop
10/22/2013

more information of the programs that will be offered at the Convention:
<http://www.njsba.org/workshop/>

Cafeteria Report

No official report for August due to summer break.

Cafeteria Report

Policies for first reading (Attachment #8)

6142.10

Internet Safety And Technology

9111

Qualifications and Requirements of Board Members

4131.1

Staff Dev.; In-service Education/Visitations/Conferences

4112.2

Certification

First Reading of Policies

REAP Grant

REAP (Rural Education Achievement Program) Grant award notifications have been distributed and Estell Manor School's funding award is \$15,507.00 for the 2013-14 school year.

REAP Grant

Insurance Claim

Property insurance claim payment of \$14,725.87 is in route for the recent environmental/air quality issues at the school. All environmental remediation is complete, and air testing results are acceptable.

Insurance Claim

MOTION: To approve the Business Administrator/Board Secretary's Report. Mr. Adelman Second: Mr. Kellner. Motion carried unanimously.

Recommendations of the Business Administrator / Board Secretary:

Recommendations of BA/BS

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

Board of Education Monthly Financial Certification:

MOTION: To certify that according to the Board Secretary's Certification as of August 31, 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 & 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 August 2013. (See Attachments #9)

Financial Certification

Regular and Closed Meeting Minutes:

MOTION: To approve Regular and Closed Meeting of August 28, 2013 be approved as submitted. (See Attachment #10)

Approve Regular Meeting Minutes of August 28, 2013

Facilities Report:

MOTION: To approve accept and approve Facility Report as submitted. (Attachment #11)

Facilities Report

Approval of Expenditures:

MOTION: To approve expenditures for the month of September 2013 as listed: (See Attachment #12)

Approve Expenditures for September 2013

Fund 10	\$ 2,260.00
Fund 11	\$182,930.51
Fund 12	\$ 189.99
Fund 40	\$ 0.00
Total	\$ 185,380.50

Budget Transfers:

MOTION: To approve transfers for the months of September 2013. (Attachment #13)

Budget Transfers
For September
2013

Tuition Contract Approval

MOTION: To approve the special education tuition contract for the 2013-14 school year with the Atlantic County Special Services School District as follows at the rate of \$35,640.00. Currently enrolled: 4 MD students (multiply disabled) @ \$35,640.00 = \$142,560.00

Approve Tuition
Contract for
ACSSSD for 2013-
2014 school year

Tuition Contract

MOTION: To approve the 2013-14 tuition contract with the Y.A.L.E. School, Inc in Medford, NJ for one student at \$238.71 per diem (for a total of 180 day = \$42,967.80) for the 2013-14 school year.

Approve Tuition
Contract for
Y.A.L.E. School for
2013-2014 school
year

Transportation Jointure

MOTION: To approve the transportation jointure agreement with Buena Regional in the amount of \$150,856.71 for the 2013-2014 school year. (Attachment #14)

Approve
Transportation
Jointure with Buena
Regional for 2013-
2014 school year

E-Rate Agreement

MOTION: To approve authorizing On-Tech Consulting, Inc. to represent our District for E-Rate Funding Services for the 2014-15 school year.

Approve On-Tech
Consulting, Inc. for
E-Rate

Policy Wellness Check – NJSBA

MOTION: To approve NJSBA to perform a Policy Wellness Check at no cost to the District.

NJSBA to perform a
Policy Wellness
Check

NJSBA Workshop 2013

MOTION: To approve group registration for the NJSBA Annual Workshop and Convention for all BOE and administrators (Rose Millar and Noëlle Jacquelin) scheduled for 10/22-10/24/13 in the Atlantic City. Mandatory Board training is scheduled for Teresa Byrd on October 24th at 12:00pm.

Approve NJSBA
group registration
for 10/22-24/13

All motions were carried unanimously on a roll call vote.

Old Business:

None

Old Business

New Business:

Mrs. McDonnell distributed Board goal setting information. Charlene from NJSBA will be at November meeting.

New Business

Choice Students: Available seats change – caps stay same as last year - Opened K-4 not over 20, 5-8 not over 25.

Choice Students

Buena:

None

Buena

Public Relations:

Discussion took place regarding the agreement with the Historical Society and the quarterly newsletter.

Public Relations

Legislative:

Mrs. McDonnell will attend a Special Education Seminar offered through the Atlantic County School Board Association on October 3, 2013.

Legislative

Policy Committee:

Policies for first reading (Attachment #8)

Policy Committee

MOTION: To approve first reading of the following policies:

Approve First
Reading of Policies6142.10

Internet Safety And Technology

9111

Qualifications and Requirements of Board Members

4131.1

Staff Dev.; In-service Education/Visitations/Conferences

4112.2

Certification

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

Planning Committee:

Discussion took place regarding the Strategic Planning Committee and the potential community use of the school facility. Correspondence from Judy Casagrande was discussed.

Planning
CommitteeFinance/Facilities Committee:

Mr. Klosek & Mr. Kellner - Fencing - Look into & follow-up volunteer opportunity with Eagle Scout Project. For now, additional road projects are on hold. Parking issues are still an item the board would like to look into possibility of paving or wood chips. Dismissal procedures are going well.

Finance/Facilities
CommitteePersonnel Committee:

None

Personnel
CommitteeNegotiations:

None

Negotiations

Executive Session:

Executive Session

BE IT RESOLVED at a Public Meeting of the Board of Education held on September 25, 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: It is presently anticipated that the items mentioned in this Resolution can be disclosed to the public when final action has been taken. The Board of Education will go into closed session to discuss matters that may pertain to Legal, Privacy, Negotiations, Finance, Personnel, or Litigation.

MOTION: To adopt the above Resolution. Mr. Adelman Second: Mr. Klosek. Motion carried unanimously. (8:17 PM)

Closed Session

CLOSED SESSION

MOTION: To resume Open Public Meeting. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously. (8:44 PM)

Resume Open
Public MeetingAdjourn:

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

Adjourn

Time: 8:45 PM

Respectfully Submitted,

Rose M. Millar
Business Administrator/Board Secretary