

## ESTELL MANOR BOARD OF EDUCATION REGULAR BOARD MEETING

AUGUST 28, 2013

The Estell Manor Board of Education held its regular meeting on Wednesday, August 28, 2013 at the Estell Manor Elementary School. The meeting was called to order at 7:05 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 (via phone conference), 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:

John Veisz of Fraytak Veisz Hopkins Duthie, PC (FVHD) presented an in depth explanation of HVAC, Roof and Emergency Generator projects to be submitted to the state for Rod Grant application .

Presentation Rod Grant application.

Public Discussion:

MOTION: To open meeting to public discussion. Mr. Kellner Second: Mr. Adelman. Motion carried unanimously. (7:40 pm)

Open Meeting to public

Discussions took place regarding projects and grant applications.

Public Discussion

MOTION: To close meeting to public discussion. Mr. Adelman Second: Mr. Kellner. Motion carried unanimously. (7:55 pm)

Close meeting to public

MOTION: to open meeting to public discussion. Mrs. Byrd Second: Mr. Adelman. Motion carried unanimously. (7:57 pm)

Reopen public discussion

Mr. Cressey and Mr. Dilg had questions and comments regarding the proposed projects applications.

Public Discussion

MOTION: To close meeting to public discussion. Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously. (8:02pm)

Reclose public discussion

Correspondence

None.

Correspondence

Superintendent's report:

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

SUPERINTENDENT'S REPORT:

Superintendent's Report

<u>Student Attendance – July</u> _____	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

<u>Staff Attendance:</u> _____	<u>June</u>	<u>Certified Staff:</u> Total Absences: N/A
		Percentage of Occasional Absence: N/A
		<u>Non-Certified Staff:</u> Total Absences: 22
		Percentage of Occasional Absences: 18%

Drills:

Fire Drill – N/A

Security Drill – N/A

Fire Drills.

QSAC:

First district meeting—scheduled for September 23, 2013, at 1:50 to 2:30. Agenda will include review of SOA all DPRs. Due date for “Statement of Assurance” and “District Performance Reviews”: November 15, 2013.

QSAC

QSAC “County Office Verification Visitation”—Scheduled for February 14, 2014. (Addendum 1)

Staff:

New staff: Discussed curricula, assignments, duties, orders, parent/guardian communication, syllabi development, and grading practices. Teacher schedules completed and mailed week of August 12<sup>th</sup>.

Staff

In-service Day - September 3, 2013: Technology-based student database, lesson plan database, and special education database interfaces; luncheon; *Go Math* in-house workshop; *Zaner-Bloser* in-house workshop; curriculum review; health, safety, & confidentiality workshop with Mrs. Wanner.

In-Service Day

On-line Professional Development: Public School Works database regarding: Sexual Harassment; Student Privacy Rights; Child Abuse Prevention; Bloodborne Pathogens; Bullying Prevention (three modules); an Suicide Prevention (three modules). Included in already established costs; offered through JIF.

On-line  
Professional Dev.

Other Professional Development: CPR/AED class scheduled for November 12<sup>th</sup> 3:30-6:30. Organized by Mrs. Wanner and Mrs. Millar. Included in already established costs; offered through JIF.

Other Professional  
development  
CPR/AED classBuilding updates:

Remediation and reconstruction efforts are nearly complete. Landscaping issues have been addressed. Many thanks to Mrs. Millar and our maintenance staff.

Building updates

Back to School:

“Back to School” letter mailed August 20<sup>th</sup>. Upper grade student schedules completed and mailed August 20<sup>th</sup>. (Addendum 2)

Back to School  
letter mailedNCLB:

Conditional approval from the County Department of Education office. (Addendum 3)

NCLB

New Jersey Department of Education Evaluation Survey:

New Jersey Department of Education Evaluation Survey submitted August 1, 2013.

NJDOE Evaluation  
SurveyYearly Calendar:

Proposal to change in October in-service date from October 4<sup>th</sup> to October 11<sup>th</sup>— we were invited to join county-wide in-service day in Cape May County. (Addendum 4)

Yearly Calendar  
Change for in-  
serviceSEMI and MAC Program Applications:

Provide overview of each program. (Addendum 5)

SEMI and MAC  
Program  
Applications

NJASK Scores:

At this time we have received the Cycle I score results.

NJASK Scores

Trimesters to Quarters:

All students grades K-8 will now be on a quarterly schedule for consistency. Previously grades K-3 were on a trimester schedule.

Trimesters to Quarters

Service Academy Information Day:

In response to requests for events for the Estell Manor School District graduates currently in high school—Service Academy Information Day scheduled for Sunday, September 15<sup>th</sup>, 2013, at Rutgers University New Brunswick campus in the Douglass Campus Center 9:00 a.m.-1:00 p.m.; in-house “Common Application” workshop at the Estell Manor School District will be scheduled for Saturday, September 21<sup>st</sup>, at 10:30 a.m. to 12:30 p.m. Current high school seniors will be invited to participate in a FREE workshop to develop their college applications and to write their required application essays. RSVP by September 13<sup>th</sup>, 2013, is required.

Service Academy Information Day

MOTION: To accept Superintendent’s monthly report. Mr. Adelman Second: Mr. Kellner. Motion carried unanimously.

## SUPERINTENDENT’S RECOMMENDATIONS:

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

Superintendent’s Recommendations

QSAC Meeting

MOTION: To approve the first district QSAC meeting, meeting for September 23, 2013, at 8:30-8:50 for all staff available at that time and at 1:50-2:30 for BOE member participant and faculty/staff participants. Mr. Adelman to attend.

QSAC Meeting date

Resignation of Allison Nichols & Jenny Paulino

MOTION: To accept with regrets the resignation of Allison Nichols & Jenny Paulino.

Resignation of Nichols and Paulino

Ken Morgenweck as Mentor for Provisional Faculty Member

MOTION: To approve Ken Morgenweck as mentor for new provisional faculty member, Tamara Bashenko.

New provisional faculty mentor

Stipend Position for CST Secretarial Duties

MOTION: To approve of posting/advertising a stipend position for CST secretarial duties for the 2013-2014 academic year at the rate of \$6,000.

Stipend for CST Secretarial duties

Director of Special Education

MOTION: To approve the posting/advertising of a per diem Director of Special Education position for minimum of four days per month/maximum of six days per month at the rate of \$250 per day for five hours per day for the 2013-2014 academic year.

Advertise for Director of Special Education

1:1 Nurse Position for Special Education Student

MOTION: To approve the posting/advertising of a 1:1 nurse position for Special Education student for the 2013-2014 academic year.

1:1 nurse for Sped Student

Yearly Calendar 2013-2014

MOTION: To approve a school calendar change of date for the 2013-2014 academic year to move the October 4<sup>th</sup> in-service to October 11<sup>th</sup> to join the county-wide in-service program.

Yearly Calendar date change

SEMI & MAC Application

MOTION: To approve the application for SEMI and MAC funding for the 2013-2014 academic year.

SEMI and MAC funding

Substitutes

MOTION: To approve Beth Simpson, as a criminal history approved substitute teacher and Israel DeValle substitute Custodian pending criminal history for the 2013- 2014 academic year.

Substitute Teacher and Custodian

Homebound Instruction:

MOTION: to approve Maureen Luftus to provide homebound instruction services for up to 15 hours per week, as required in IEP, at the contracted rate of \$34.50.

Homebound Instruction teacher

Resignation:

MOTION: To accept the resignation of Sandra Siddons, classroom aid, effective immediately.

Resignation of Siddons

Approval to Advertise:

MOTION: To approve the posting/advertising of a classroom/instructional aide.

Approve advertising for Aid

All Motions were carried unanimously on a roll call vote.

Approval of all motions on roll call vote.

Report of the Business Administrator/Board Secretary:

Report of the BA/BS

Board Secretary's Certification:

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

Board Secretary's Certification

Settlement Agreement

We received the anticipated receipt via check for \$25,000 from the estate of Nancy Bobkoskie (Attachment 7)

Bobkoskie Estate settlement check

Facilities Projects

There will be discussion during the recommendation section regarding a ROD grant applications and project approvals. A mandatory Facilities Evaluation Training for NJQSAC was attended by Rose Millar and Lawrence Brennan on August 27, 2013.

Facilities Projects

NJSBA Workshop 2013

October 22 – 24 – Atlantic City Convention Center - cost \$150/person or a group rate of \$900 to register for all BOE members & administrators (up to 14 admitted). Please advise if you plan to attend. Please use the following link to view more information of the programs that will be offered at the Convention: <http://www.njsba.org/workshop/>

NJSBA Workshop 2013

Cafeteria Report

No official report this month due to summer break.

Prices remain the same as last year:

Lunch \$2.75                      Reduced \$0.40

Breakfast \$1.25                Reduced \$0.30

The newly purchased Lunchtime software is in the process of being configured.

Cafeteria Report

Recommendations of the Business Administrator / Board Secretary:BA/BS  
Recommendations

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

Board of Education Monthly Financial Certification:Financial  
Certification

MOTION: To certify that according to the Board Secretary Certification as of July 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 July 2013. (See Attachments 8 and 9)

Regular and Closed Meeting Minutes:Regular & Closed  
Meeting Minutes of  
July 24, 2013

MOTION: To approve Regular and Closed Meeting of July 24, 2013 be approved as submitted.

Facilities Report:

Facilities Report

MOTION: To approve Facility Report as submitted.(Attachment 12)

Approval of Expenditures:Approve  
Expenditures for  
July 2013

MOTION: To approve expenditures for the month of July 2013 as listed: (See Attachment 13) There will be an Attachment bills list provided at the meeting.

Fund 10	\$5,372.20
Fund 11	\$145,173.26
Fund 12	\$3,765.00
Fund 40	\$ 2,500.00
<b>Total</b>	<b>\$156,810.46</b>

Budget Transfers:

Budget Transfers

MOTION: To approve transfers for the months of June 2013 & July 2013. (Attachment 14)

IDEA Grant Application:IDEA Grant  
application

MOTION: To approve IDEA grant application in the amount of IDEA Basic funding of \$66,976 and IDEA Pre-School funding of \$1,646

Tuition Contract Approval:Tuition contract for  
Regular students  
BRHS for 2013-  
2014 school year

MOTION: To approve the regular tuition contract for the 2013-14 school year with the Buena Regional School District as follows: Regular Tuition 76 students @ \$12,795.00 = \$972,420.00 FY 10/11 & 11/12 Tuition Adjustments = (117,017.37)  
TOTAL \$855,402.63

Tuition Contract Approval:Tuition Contract for  
Sped students for  
2013-2014 school  
year

MOTION: To approve the special education tuition contract for the 2013-2014 school year with the Buena Regional School District as follows:

Special Tuition 2 students @ \$20,870.00 = \$41,740.00  
 Self Contained 1 student @ \$15,520.00= \$15,520.00  
 TOTAL \$ 57,260.00

Tuition Contract Approval:

MOYION: To approve the extended school program tuition contract for the 2013-14 school year with the Atlantic County Special Services School District as follows: 3 students @ \$2,100.00 = \$6,300.00

Tuition Contract for ACSSSD for 2013-2014 school year

Transportation Jointure:

MOTION: To approve the 2013-2014 transportation jointure agreement with Upper Township in the amount of \$300.10 for one choice student to be transported to Ocean City High School. Aid in lieu will not be provided. Route # H003 Leah McDonnell Abstained from vote

Transportation Jointure with Upper Twp for one choice student

YALE School Resolution:

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 2013-14 school year.

YALE School agreement

ACES Cooperative Resolution:

MOTION: To approve resolution to purchase electric through the Alliance for Competitive Energy Services (ACES) bid Cooperative Pricing System (Attachment 16)

ACES Cooperative resolution for Electric

Architect of Record Contract:

MOTION: To approve the Architect of Record Contract for the 2013-2014 year with Fraytak, Veiz, Hopkins, Duthie, P.C. (Attachment 17)

Architect of Record Contract

Transportation Request:

MOTION: To approve transportation of a choice student to our district on an existing bus route at no cost to our District on a courtesy basis for the 2013-14 school year. (Attachment 18)

Transportation for Choice student for 2013-2014 school year

All above motions were carried on a roll call vote. Any abstentions are noted.

All above motions carried on a roll call vote

Transportation Jointure:

TABLED: To approve the transportation jointure agreement with Buena Regional in the amount of \$150,856.71 for the 2013-2014 school year. (Attachment 15) TABLED- not approved - will revisit at next meeting after explanation.

TABLED Transportation jointure

Executive Session:

**BE IT RESOLVED** at a Public Meeting of the Board of Education held on August 28, 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.

Executive Session

MOTION: To adopt the above Resolution. Mrs. Byrd Second: Adelman. Motion carried unanimously. (8:40 PM)

Closed Session

Closed Session

MOTION: To resume Open Public Meeting. Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously. (9:26 PM)

Reopen Public Meeting

MOTION: To amend resolution to specify that the Board of Education will not be responsible for any professional services above Phase I until after the Board accepts the NJDOE pre eligibility cost ROD grant application. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously.

Amend ROD grant  
Phase I

Project Approval (ROD Grant application)

MOTION: To approve the following resolution:

RESOLVED that the Estell Manor School District Board of Education approve the following projects:

Approve ROD  
Grant application

HVAC & Generator Installation at the Estell Manor Elementary School Roof Replacement at the Estell Manor Elementary School

BE IT FURTHER RESOLVED that the District's architects, Fraytak Veisz Hopkins Duthie, PC be authorized to submit applications for a Regularly Operating District (ROD) Grant for the above projects to the NJ Department of Education for approval on the Districts behalf.

BE IT FURTHER RESOLVED that an amendment to the Long-Range Facilities Plan by Fraytak Veisz Hopkins Duthie, P.C. to incorporate the above project be approved.

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

Old Business:

None

Old Business

New Business:

None

New Business

Buena:

None

Buena

Public Relations:

Meet and Greet was held prior to this meeting at 6:30 PM. Refreshments were provided.

Public Relations

Legislative:

None

Legislative

Policy Committee:

Not updating - Mr. Adelman spoke about procedures

Policy Committee

Planning Committee:

None

Planning  
Committee

Finance Committee:

None

Finance Committee

Personnel Committee:

None

Personnel  
Committee

Facility Committee:

Mr. Adelman – asked for a report about the recent facility issues and how it was handled.

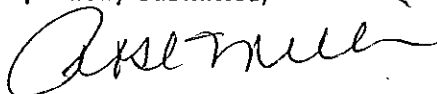
Facility Committee

Adjourn:

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

Time: 9:50 PM

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Rose M. Millar". The signature is written in a cursive style with a large initial "R" and a long, sweeping underline.

Rose M. Millar  
Business Administrator/Board Secretary