

**ATLANTIC COUNTY SPECIAL SERVICES SCHOOL DISTRICT
BOARD OF EDUCATION**

BOARD MEETING MINUTES – NOVEMBER 19, 2009

CALL TO ORDER:

Mr. Munafo called the meeting to order at 3:34 p.m. and led the group in the flag salute.

INTRODUCTION:

Mrs. Valerie Ritson, Assistant Board Secretary read the following introduction:
“Welcome to the regular meeting of the Atlantic County Special Services School District Board of Education. This meeting is being held in compliance with the Open Public Meeting Act by being advertised in The Press and The Daily Journal and a notice posted on the bulletin boards in the Atlantic County Special Services School District Administrative Office, the Administrative Offices of the Atlantic County Elementary, Middle and High Schools and with the Atlantic County Clerk.”

ROLL CALL:

Mrs. Ritson called the roll.

Members in Attendance

Thomas Dowd
Judith Gallagher
Sarah Beth Johnson
Ruth Tunnell
Joseph Zondlo
Marilyn Gallagher
Philip Munafo

Members Absent

None

PARTICIPATION:

Mr. Munafo opened the floor for public comment. The length of public discussion not to exceed five (5) minutes per individual speaker. There was no response.

APPROVAL OF MINUTES:

Motion was made by Mr. Zondlo, seconded by Mrs. Tunnell to approve the Minutes listed below as submitted:

- Regular Meeting of October 22, 2009
- Executive Session of October 22, 2009

Motion carried by unanimous voice vote.

ACSSSD Board Meeting Minutes (continued)
November 19, 2009

SUPERINTENDENT'S REPORT:

Mrs. Buoro presented the Superintendent's Report.

Travel and Related Expenses

In accordance with P.L. 2007, c. 53, and ACSSSD Policy 133, motion was made by Mrs. Marilyn Gallagher, seconded by Mrs. Judith Gallagher to approve the Superintendent's recommendation for approval for reimbursement of travel and related expenses, and for professional development expenses for the following:

Date	Workshop	Location	Cost	Attendees
12/7/09	Autism: Tools . . .	Atlantic City, NJ	\$168/person	Pat Marshall Billie Stein
12/9/09	NJASBO State Aid Workshop	Mt. Laurel, NJ	Subscription	Terri Nowotny Val Ritson
2/18-19/10	Conference for NJ Pre-K Teachers	Atlantic City, NJ	\$349/person	Jaclyn Koontz Patricia Spille

Motion carried by unanimous roll call vote.

Informational Items

1. The Superintendent reported that QSAC requires all boards of education to take part in a self-evaluation. Attachment 1a is a self-evaluation document for board members' use. Board members were asked to complete the Self Evaluation (12 pages), and return by December 1 in the envelope provided.

QSAC DPR Tally Sheets

Motion was made by Mrs. Marilyn Gallagher, seconded by Mrs. Judith Gallagher to approve the Superintendent's request for Board approval of submission of the QSAC DPR Tally Sheets. (Att. 1b).

Motion carried by majority roll call vote. Mr. Dowd abstained from voting.

Additional Informational Items

1. The Superintendent commented on the following topics.
 - a. Solar Energy update – The Superintendent advised the Board we are still pursuing options for solar energy and that the Board will be kept up to date.
 - b. Media Center – The Superintendent informed the Board that the Media Center is up and running and invited them to visit the new Media Center.
 - c. H1N1 Vaccination Clinic – The Superintendent thanked everyone involved in the H1N1 clinic, held at ACSSSD. There were 131 students vaccinated as a result of this program.
2. The Superintendent presented the Board with a copy of the Enrollment Report for the month of October 2009 (Att. 1c).
3. The Superintendent reported that Fire Drills were held on the following days
 - Thursday, October 1, 2009
 - Wednesday, October 21, 2009

**ACSSSD Board Meeting Minutes (continued)
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SUPERINTENDENT'S REPORT (continued):

4. The Superintendent reported that an Evacuation Drill was held on Wednesday, October 21, 2009.

PROGRAM COMMITTEE REPORT:

Mr. Dowd presented the Program Committee Report.

District

Professional Development

Motion was made by Mrs. Judith Gallagher, seconded by Mrs. Tunnell to approve the Superintendent's recommendation for the following:

On Friday, December, 4, 2009, a four-hour staff development will be held. The Professional Development committee asked for approval for the following workshops and presenters.

- **American Sign Language** with Karen Curchin, ACSSSD ASL Teacher. No cost.
- **Anti-Bullying Program** with Janene Ganiel, ACSSSD Vice Principal. No cost.
- **CPR Recertification** with American Red Cross. Cost: \$450.00
- **Communication Collaboration** with Theresa Francesconi-Tkacik. No cost.
- **Disabilities Awareness** with Ivy MacIntyre and Fawn Butcher. No cost.
- **Drug & Alcohol: Co-Dependency** with Susan Frambes, ACSSSD Drug and Alcohol Coordinator. No cost.
- **Harcourt Training** – Review and Refresh with Harcourt Trainer. No cost.
- **Lifting** – with ACSSSD Physical Therapy Department. No cost.
- **Non Violent Crisis Intervention** with Wendy Bukowski, Tad Derenberger, Jason Dorsey, Eric Flecken, Rich Gisondi (continuation of the October 9th workshop). No cost.
- **Right to Know** with a representative from the NJ Department of Health. (Originally scheduled for October 9th, but was postponed until December 4th.)
- **Special Education Law** with Rich Gisondi and Barbara Fetske. No cost.
- **STAR Assessment** with trainers from the company. Cost: Fee was paid when the program was ordered.
- **Suicide Prevention** with Cynthia Scheer, Center for Family Guidance. Cost: \$180.00.

As part of ACSSSD Professional Development, parents will be invited to attend Anti-Bullying, Disabilities Awareness, NJ Special Education Law, and Drug and Alcohol Awareness: Co-Dependency on December 4th.

Above motion carried by unanimous roll call vote.

ACSSSD Board Meeting Minutes (continued)
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PROGRAM COMMITTEE REPORT (continued):

Informational Items

1. On October 23, 2009, ACSSSD students were introduced to the Olweus Anti-Bullying Program. Janene Ganiel, Vice-Principal of the high school and event organizer, opened the assembly. Students watched an "Anti-Bullying" video created by the students in the video production class. School Resource Officer Marcello Simone and former Philadelphia Flyer Gary Dornhoefer, were featured speakers. Mr. Dornhoefer later demonstrated some of his hockey skills to students. Students also enjoyed musical presentations by the ACSSSD Chorus and Drum Line, and an original Anti-Bullying rap written by one of our students. Winners of the "Anti-Bullying" poster contest were announced, and our "Anti-Bullying" mascot, "Rocky the Bully Free Kangaroo," was introduced. Students were given t-shirts with the design of the winning anti-bullying poster. After the assembly, students participated in various carnival-like activities in the Large Gym and enjoyed popcorn, cookies and refreshments. Students and staff alike had a great time at this well organized event.
2. Carol Nylund, Reading Specialist, reported that students from grades 5-12 will have the opportunity to participate in the Wrestle Mania Reading Challenge. This challenge is presented by YALSA (Young Adult Library Services Association) and will be ongoing from October 19th through January 19th. Teens must read at least ten items (items consist of books, graphic novels and magazines), keep reading logs and create bookmarks (after they have read 10 items). The completed book lists are to be turned in to the media center and the students will be given a blank bookmark sheet. Students are to create a bookmark with a slogan that promotes reading. Bookmarks will be judged the week of January 19-28 on the following criteria: (a) creativity; (b) originality; (c) impact of slogan; and (d) visual appeal. There will be three first prize winners selected – one from grades 5-6, one from grades 7-8, and one from grades 9-12. Winning entries will be submitted to YALSA for a chance to win a trip to Wrestlemania 26 and \$2,000 for our library's teen and 'tween collection.
3. Groups I, II and III music students recently finished a unit on the families of instruments in the orchestra. During this unit, they had the opportunity to play the school's band and orchestra instruments. Their hands-on experience with the instruments helped the students to understand how the sounds are produced and how the families of instruments are arranged.
4. On Thursday, October 29th, all students enjoyed being spooked while walking through the Haunted House. Staff and students in the high school worked on getting one of our empty rooms ready for this spooky treat. The theme for the house this year was "Mummies and Skeletons." Special effects included a floating pyramid in the middle of the room surrounded by a mummy graveyard, King Tut's Café, tons of spider webs and wall-to-wall mummy wrappings. An ancient treasure chest was on display overflowing with jewels and gold guarded by a spooky skeleton jumping out of a box. Special thanks to all staff and students who helped make the haunted house a huge success again this year.

ACSSSD Board Meeting Minutes (continued)
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PROGRAM COMMITTEE REPORT (continued):

Elementary/Middle School

Groups I and IV

1. On October 20th, students from Cyndy Palumbo and Kathleen Barron's classes traveled to Absecon Manor for their first Intergenerational Program visit of the year. Students met with patients and celebrated the Fall Season with arts and crafts and snacks.
2. On Monday, October 26th, ACSSSD students were treated to a visit from the Hamilton Township Fire Department and Forest Fire Services. Students were given the opportunity to explore the three trucks, look at the equipment and speak to the firemen. Students were also treated to classroom visits from Smokey the Bear. We would like to take this opportunity to thank the firefighters and Smokey for their visit.
3. On Friday, October 30th, ghosts and goblins were found wandering the halls during the annual Halloween Parade. In the afternoon the Elementary and Middle School "ghosts and goblins" attended the Halloween Dance, where they not only had fun, but had the opportunity to work on their social skills and teambuilding skills as well as their mobility and agility skills. The district was also treated to a visit from our group of wandering "Addams Family" members.
4. Upcoming Events:
 - November 18 – Pat Spille's preschool class will be holding their Annual Family Thanksgiving Feast.
 - November 25 – Chris Daggett's Group I class will be preparing a Thanksgiving Lunch for the Group I students.
 - December 15 – Holiday Concert given jointly by our High School, Middle School and Elementary School Performers.
5. Field Trips:
 - Absecon Manor – 10/20/09
 - Butterhof's Shady Brook Farm – 10/14, 10/23, 10/26/09
 - Ocean City Firehouse – 10/21/09

High School

Groups II and III

1. On Monday, November 2, 2009, Hank Bird's Service Learning Class was honored for their work at the NJ Forest Fire Service's Region C Headquarters located in Mays Landing. Forest Fire Service Staff showed the students equipment they use and how it operates. The staff also cooked a barbeque for the students and Smokey the Bear came by to give special thanks to the students for all their hard work. The Service Learning Class has been working with the NJ Division of Parks and Forestry for thirteen years and specifically with the NJ Forest Fire Service for the past six years. (Att. 2a)

ACSSSD Board Meeting Minutes (continued)
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PROGRAM COMMITTEE REPORT (continued):

2. In honor of Veterans' Day, Cathleen Quinn's class made a "Wall of Veterans" outside of their classroom (210). Students and staff were invited to honor a veteran that they know by filling out their name, branch of service, location of service and any other information that they wanted to share. The display will remain until the end of November.
3. Upcoming Events:
 - Maps Foundation "Sounds of the Season" at Taj Mahal in Atlantic City 12/1/09 at 11:30 am (High School Chorus with Carol Costigan)
 - A December 15 concert is being planned for all district students.
 - Holiday Bazaar – Thursday, December 10, 2009 from 10:00 am to 2:00 pm
4. Field Trips:
 - Estell Manor Park – 9/25, 10/1, 10/15/09
 - TD Bank/Acme Market, EHT – 9/25, 10/1/09
 - Shore Memorial Hospital – 9/28, 10/5/09
 - Ocean City Boardwalk – 10/5/09
 - Community Food Bank – 10/6/09
 - Library, Mays Landing – 10/8/09
 - Atlantic County Bike Path – 10/8/09
 - Sam's/Dollar Store – 10/13/09
 - Atlantic County Technical Institute – 10/25/09

Auxiliary Services

1. Field Trips Taken: Atlantic County Youth Shelter
 - Intergenerational Studies at Brigantine Senior Center, 11/12/09
 - NJ State Police Museum, 11/13/09
 - Noyes Museum, Art Class, 11/18/09
 - Intergenerational Studies at Jeffries Towers in Atlantic City, 11/19/09
 - Atlantic County Park, Nature Class, 11/24/09

Suspensions:

Group I, and IV

Date	Student Initials	Reason	# of Days
10/28/09	FG	Danger to self and others. Disruption to the educational program.	3

Groups II and III

Date	Student Initials	Reason	# of Days
10/15/09	DC	Disruption to the educational process. Danger to self and others.	2
9/15/09	AE	Disruption to the educational process. Danger to self and others.	3
9/16/09	JF	Disruption to the educational process. Danger to self and others.	2

ACSSSD Board Meeting Minutes (continued)
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PERSONNEL COMMITTEE REPORT:

Mrs. Judith Gallagher presented the Personnel Committee Report.

- I. Executive Session – personnel matters were held later on the agenda.
- II. The Superintendent recommended the following personnel action(s):

Employ Candidates

Motion was made by Mrs. Judith Gallagher, seconded by Mrs. Marilyn Gallagher to employ the following candidates – Employment is contingent upon completion and verification of employment requirements:

1. Substitutes 2009-2010 school year, as needed basis:
Substitute Teacher - \$95.00 per diem
 - a. Lindsay Barkoff
 - b. Sandra PuggiSubstitute Aide - \$70.00 per diem
 - a. Lindsay Barkoff
 - b. Sandra Puggi
 - c. Juliet Lipari
 - d. Darleen Frobel
2. Itinerant/Shared Services Consultants on an hourly needed basis for the 2009-2010 School Year, as per Board approved rates.
 - a. Michelle Fontana – Itinerant PT
 - b. Eliza Entrekin – Itinerant OT
 - c. Susan Daley – Psychologist
3. Violande Mathis, Tutor for the IDEIA Program at Holy Spirit, as needed basis, not to exceed 15 hours per week, at \$35.00 per hour. Hours to be scheduled and approved by Supervisor.
4. Patricia Desiderio-Bandura, Tutor for the IDEIA Program at Holy Spirit, as needed basis, not to exceed 15 hours per week, at \$35.00 per hour. Hours to be scheduled and approved by Supervisor.

Above motion carried by unanimous roll call vote.

Establish Positions

Motion was made by Mrs. Judith Gallagher, seconded by Mr. Zondlo to establish the following position(s):

1. Aide – Classroom Aide – Richard Stockton college of NJ - 10 mos. position - full time. Re-establish position.
2. Aide – Personal – O.J.- 10 mos. position - full time. Sending district (Absecon) to pay the cost of aide.
3. Classroom Program Aide, Achieve Program, 10 mos. position – full time- Group#4, Room 778. Due to increased enrollment.

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PERSONNEL COMMITTEE REPORT (continued):

4. Classroom Program Aide, Achieve Program, 10 mos. position -- full time-Group#4, Room 764. Due to increased enrollment.

Above motion carried by unanimous roll call vote.

Leaves of Absences

Motion was made by Mrs. Judith Gallagher, seconded by Mrs. Tunnell to approve the following leaves of absences:

1. Employee #4743, C.L. (Bus Driver), approve a medical leave of absence commencing on October 21, 2009 with a return to work date to be determined, using sick and personal leave days. This leave is in accordance with the Family Medical Leave Act. Physician Certification on file.
2. Employee #5341, N.A. (Aide), approve a medical leave of absence commencing on November 13, 2009 with a return to work date to be determined, using sick and personal leave days. This leave is in accordance with the Family Medical Leave Act. Physician Certification pending.
3. Employee #4967, C.L. (Administrative Secretary), approve a medical leave of absence commencing on October 22, 2009 with a return to work date of November 9, 2009, using sick personal and vacation leave days. This leave is in accordance with the Family Medical Leave Act. Physician Certification on file.
4. Employee #4138, M.S. (Bus Aide), approve a medical leave of absence commencing on October 28, 2009 with an approximate return to work date of November 16, 2009, using sick and personal leave days. This leave is in accordance with the Family Medical Leave Act. Physician Certification on file.
5. Employee #4001, N.M. (Classroom Aide), approve a medical leave of absence commencing on November 16, 2009 with an approximate return to work date of November 30, 2009, using sick and personal leave days. This leave is in accordance with the Family Medical Leave Act. Physician Certification on file.

Above motion carried by unanimous roll call vote.

Volunteer(s), Practicum Student(s), Wheelchair Vendor(s) and Students for Field Experience

Motion was made by Mrs. Judith Gallagher, seconded by Mrs. Tunnell to approve the following volunteer(s), practicum student(s), wheelchair vendor(s) and students for field experience, etc. (Non-Employees)

1. Grace Ferguson - Lincoln Medical Supply

Motion carried by unanimous roll call vote.

ACSSSD Board Meeting Minutes (continued)
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PERSONNEL COMMITTEE REPORT (continued):

Position Description

Motion was made by Mrs. Judith Gallagher, seconded by Ms. Johnson to approve the following Position Description. See attached Position Description marked Attachment 3-A.

3-A Nurse Coordinator

Motion carried by unanimous roll call vote.

POLICY COMMITTEE REPORT:

Ms. Johnson presented the Policy Committee Report.

Second Reading - Changes to Policy and Procedures Manual

Motion was made by Ms. Johnson, seconded by Mrs. Marilyn Gallagher to approve the Superintendent's recommendation of **second reading** of the following changes to our Policy and Procedures manual. The changes are recommended in order to bring the policies and procedures in line with QSAC requirements and/or to conform to current law.

- **Policy 5131** – Conduct/Discipline
- **Procedure 5131** – Conduct/Discipline
- **Policy 5141.1** – Student Welfare and Health
- **Procedure 5141.1** – Student Welfare and Health
- **Policy 5145.12** – Search and Seizure
- **Policy 3451** – Petty Cash
- **Policy 5131.1** – Harassment, Intimidation and Bullying

Motion carried by unanimous roll call vote.

First Reading – Changes to our Policy and Procedures Manual

Motion was made by Ms. Johnson, seconded by Mrs. Judith Gallagher to approve the Superintendent's recommendation of **first reading** of the following changes to our Policy and Procedures manual. The changes are recommended in order to bring the policies and procedures in line with QSAC requirements and/or to conform to current law.

- **Policy 5113** – Attendance/Unexcused Absences/Missing Children (Att. 4j)
- **Procedure 5113** – Attendance and Excuses (Att. 4k)
- **Policy 1111** – School Sponsored Publications (Att. 4l)

Motion carried by unanimous roll call vote.

First Reading (Rescission) – Changes to our Policy and Procedures Manual

Motion was made by Ms. Johnson, seconded by Mrs. Marilyn Gallagher to approve the Superintendent's recommendation of **first reading (rescission)** of the following changes to our Policy and Procedures manual. The changes are recommended in order to bring the policies and procedures in line with QSAC requirements and/or to conform to current law.

- **Policy 5113.1** – Missing Children (Att. 4m)
- **Procedure 5113.1** – Student Absence Procedure (Att. 4n)
- **Exhibit 1111** – Parental/Guardian Consent Form (Att. 4o)

Motion carried by unanimous roll call vote.

**ACSSSD Board Meeting Minutes (continued)
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FINANCE COMMITTEE REPORT:

Mrs. Marilyn Gallagher presented the Finance Committee Report.

Financial Reports

Motion was made by Mrs. Marilyn Gallagher, seconded by Mrs. Judith Gallagher to approve the following Financial Reports.

- a. Board Secretary's Report as of October 31, 2009 in the amount of \$5,835,403.61 (Attachment 5A).
- b. Treasurer's Report as of October 31, 2009 in the amount of \$5,835,403.61 (Attachment 5B).
- c. Board of Education's Monthly Certification Budgetary Major Account/Fund Status (Attachment 5C).
- d. Student Activity Funds/Student Incentive Programs for the Month of October 2009 (Attachment 5D).

Motion carried by unanimous roll call vote.

Monthly Anticipated Revenues Report

Motion was made by Ms. Marilyn Gallagher, seconded by Mr. Zondlo to approve the Monthly Anticipated Revenues Report for the month of October (Attachment 5E).

Motion carried by unanimous roll call vote.

Bills and Checks

Motion was made by Mrs. Marilyn Gallagher, seconded by Mr. Zondlo to approve the following Bills and Checks

- a. Check Register for November 2009 (Attachment 5F)
- b. Check Register for Capital Projects for November 2009 (Attachment 5G)
- c. Additional Check Register for November 2009 – Addendum Item (Att. 5H)

Motion carried by unanimous roll call vote.

Petty Cash Accounts

Motion was made by Mrs. Marilyn Gallagher, seconded by Mr. Zondlo to approve Petty Cash accounts maximum single expenditure of \$50.00. The Board approved five petty cash accounts at \$300.00 each at the June Board meeting. Policy changes require the expenditure amount also be Board approved.

Motion carried by unanimous roll call vote.

Participation in Alliance for Competitive Telecommunications

Motion was made by Mrs. Marilyn Gallagher, seconded by Mr. Zondlo to adopt a Resolution to continue participation in the cooperative purchasing of telecommunication services through the Alliance for Competitive Telecommunications (ACT). We are currently a participating District and our agreement will be terminating on June 30, 2010. The new participation agreement will begin on July 1, 2010 and end on June 30, 2012 (Attachment 5I).

Motion carried by unanimous roll call vote.

ACSSSD Board Meeting Minutes (continued)
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FACILITIES COMMITTEE REPORT:

Ms. Johnson presented the Facilities Committee Report.

Informational Items

The Board was presented with the following informational items:

1. Use of Facilities

At this time, our building is being utilized by the following outside agencies:

- Arc of Atlantic County - after school program
- New Jersey School Boards Assoc. Ins. Group – various training workshops
- Systems 3000 – various training workshops
- Penn Study Council – monthly meeting
- Zumba Fitness Classes – after school classes for staff. This is a 6-week class, held Mondays from 3:30 p.m. to 4:30 p.m. in the gym. Classes began on 11/2/09 and will run through 12/7/09.

The application for Use of our Facilities has been approved and required liability insurance has been obtained from all of the above. The revised procedure for Use of Facilities was attached for Board discussion (Attachment 6A).

2. Monthly Maintenance Report for the Month of October, 2009 (Attachment 6B)

BUSINESS & OPERATIONS REPORT:

Ms. Nowotny presented the Business and Operations Report.

Informational Items

The Board was presented with copies of the following reports.

1. Transportation Report for October 2009 (Attachment 7A). The re-roofing of the transportation building, performed by Mike Kobithen Roofing has been completed.
2. Food Services Report for October 2009 (Attachment 7B).
3. Workers Comp/Work Related Injuries Report for October 2009 (Attachment 7C)

CORRESPONDENCE REPORT:

None

OLD BUSINESS:

There was no old business to discuss.

NEW BUSINESS:

Mrs. Marilyn Gallagher reminded the Board members of the annual Thanksgiving Fundraiser through the Education Foundation.

ACSSSD Board Meeting Minutes (continued)
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PUBLIC PARTICIPATION:

Mr. Munafo opened the floor for public comment. The length of public discussion not to exceed five (5) minutes per individual speaker. There was no response.

EXECUTIVE SESSION:

On a motion made by Mrs. Tunnell at 4:28 p.m. and seconded by Mr. Zondlo

BE IT RESOLVED, pursuant to N.J.S.A. 10:4-13, that the Board of Education of the Atlantic County Special Services School District, at a public meeting held on November 19, 2009, called in accordance with the Open Public Meeting Act, shall exclude the public from that part of the meeting for the purpose of discussing the following matter(s):

matters involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective or current officers or employees.

BE IT FURTHER RESOLVED, that the discussion of such subject matter in Executive Session can be disclosed upon request of any member of the public and after review by the Board of Education.

A motion was made by Mrs. Tunnell, seconded by Mr. Zondlo to close the Executive Session at 4:28 p.m.

Motion carried by unanimous roll call vote.

PUBLIC MEETING RESUMES:

Unpaid Child Rearing Leave of Absence

Motion was made by Ms. Johnson, seconded by Mrs. Judith Gallagher to approve the Superintendent's recommendation for Board approval for an unpaid child rearing leave for employee #5380 commencing February 10, 2010 with an approximate return to work date of March 29, 2010, using available sick and personal days, with the balance of leave to be unpaid.

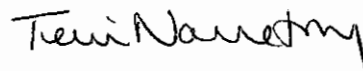
Motion carried by unanimous roll call vote.

ADJOURNMENT:

Motion was made by Mrs. Marilyn Gallagher, seconded by Mrs. Judith Gallagher to adjourn the meeting at 4:30 p.m.

Motion carried by unanimous voice vote.

Respectfully submitted,



Terri Nowotny
School Business Administrator/
Board Secretary