

The Estell Manor Board of Education held its regular meeting on Monday, June 17, 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 President, Leah McDonnell.

Flag Salute

Present – Leah McDonnell, Martin Klosek (via teleconference), Robert Kellner, Howard Adelman and Teresa Byrd. Bruce Greenfield, Ed.D, Interim Superintendent, Frank Cavallo, Solicitor and I Elizabeth Edwards, Business Administrator/Board Secretary were also present.

Roll Call

Superintendent's Recommendations:

Superintendent's Recommendations

Employment contract for Rose Millar for Business Administrator/Board Secretary

SBA/BS Employment Contract

MOTION: To approve the employment contract for Rose Millar as Business Administrator/Board Secretary. This contract has been approved by the Executive County Superintendent. (Addendum #2) Mr. Adelman Second: Mrs. Byrd. Motion carried unanimously on a roll call vote.

The NJ Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act

NJDOE Self-Assessment for Determining Grades under the Anti-Bullying Act

MOTION: To approve the self-assessment for anti-bullying grading by our school safety team under the leadership of Jill Kuppel. This is a draft copy of the report that needs to be submitted on or before August 15, 2013. (Addendum #3) Mrs. Byrd. Second: Mr. Kellner. Motion carried unanimously.

Art Camp and Scrapbooking Classes

Art Camp and Scrapbooking Classes

MOTION: to approve of Rachel Mattera's Art Camp to be held from June 24th- 28th and from July 8th-12th and the scrapbooking classes conducted by Debbie Andersen from June 24th-28th, July 1st - 5th, July 8th- July12th, July 15th- 19th. Mrs. Byrd Second: Mr. Adelman. Motion carried unanimously.

Approval of Substitute

Approve ESY Substitute Maureen Loftus

MOTION: To approve Maureen Loftus as an ESY substitute instructor at a rate of \$25.00 per hour from account 11-120-100-101. Mrs. Byrd Second: Mr. Adelman. Motion carried unanimously.

Summer Use of Basketball Courts

Approve Summer Basketball court use

MOTION: To approve Mrs. Sharpe to use outside basketball courts for student practice during the summer months. Mrs. Byrd Second: Mr. Adelman. Motion carried unanimously.

Mr. Klosek left the meeting once the Superintendent's Recommendations were completed.

Presentations:

Presentation

None.

MOTION: To open meeting to public discussion. Mr. Adelman Second: Mrs. Byrd. Motion carried unanimously.

Open Meeting to public

Public Discussion:

None.

MOTION: To close meeting to public discussion. Mrs. Bryd. Second: Mr. Adelman. Motion carried unanimously.

Close meeting to public discussion

Correspondence

Correspondence

Letter from New Jersey School Boards Association regarding no increase in dues for 2013-2014..

MOTION: To file correspondence in appropriate manner. Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously.

Superintendent's Report:

Superintendent's Report

Dr. Greenfield reported on the following: The average daily attendance was:

<u>Student Attendance – May</u>	Total Enrollment: 192
Possible Days for students: 4,224	Percentage of Attendance: 95%
Total Absences: 133	Average Daily Attendance: 185

Student Attendance for May 2013

Discussion was held regarding importance of Attendance above 95%.

Student Count Projections for May

Student Count Projections for May 2013

Grade K	24	Grade 5	22	<u>Elementary</u> Total: 192
Grade 1	17	Grade 6	22	
Grade 2	18	Grade 7	22	
Grade 3	19	Grade 8	29	
Grade 4	19	ACSSSD/HB	5 (196)	

Buena/ACIT/Charter Tech H.S.

Buena: 63	ACSSSD: 1	ACIT: 20	Charter Tech: 3
		ALT SC: 1	

H.S. Total: 88

<u>Staff Attendance: May</u>	<u>Certified Staff:</u>	Total Absences: 11.5
		Percentage of Occasional Absence: 2.49%
	<u>Non-Certified Staff:</u>	Total Absences: 12.25
		Percentage of Occasional Absence: 3.98%

Staff Attendance for May 2013

Drills:

Drills

Fire Drill – June 6, 2013, Time 1:05. All protocols were followed.

Security Drill – May 20, 2013 – Our last drill was held on May 20, 2013. This was a lockdown/intruder in the building drill. All protocols were followed.

Curriculum and Instruction

Curriculum and Instruction:

As stated at the May 22nd BOE meeting, all state and local assessments have been completed. Our hope is that all of the hard work by staff preparing the students for these assessments will pay off with a higher percentage of our students achieving proficient and advanced proficient levels and that we reach our targeted goals set by the staff.

In order to better prepare our students for their learning of the core and state standards, a number of initiatives have been completed. (1) As discussed at the last meeting the Zaner-Bloser Writing Series has been ordered and will become a key component of our Language Arts instruction and instruction across all disciplines. (2) Through the diligent research of Mrs. Baker and her math committee, the school has decided to order the Houghton-Mifflin/Harcourt K-5 series and the McGraw-Hill 6-8 program. Their research showed that these math text programs were well aligned with the National Core Standards. The two companies worked very well with us in order to get a number of their components free for next year. (3)

The Gifted & Talented program will be in place. (4) Two computer labs will be fully operational. (5) The On-course Lesson Planner system will be in place for the staff to be able to plan in a consistent manner with immediate access to the Core and State Standards. (6) All curriculums are aligned and ready for fall utilization.

In order for the Grade 8 Algebra students to be placed properly next year they were given the Algebra Final on June 7th. Scores will be given to their respective high schools. The annual spelling bee took place on Monday, June 10th. I will discuss the results with you at the BOE meeting. Jacob Kellner – Grade 5 – was the winner.

Our 18 "Stars" were treated to a lovely breakfast on the morning of Tuesday, June 4th. Two students per class, one for academic success and the other for outstanding citizenship were selected by their teachers. Mrs. Schwartz did a great job organizing this program and the "stars" program all year.

At the BOE meeting, I'll discuss the last week of school activities.

HIB Incidents

HIB Incidents

Incident #15: Investigative report concluded on 5/30/13 with no evidence of bullying, classified as a non-HIB incidents. Two other schools and the youth agency were involved with the investigation.

Board Secretary's Recommendations:

Board Secretary's Recommendations

Board of Education Monthly Financial Certification:

MOTION: To certify that according to the Board Secretary's Certification as of May 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 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 May 2013. Mr. Kellner Second: Mr. Adelman. Motion carried on a roll call vote with all those present voting in favor of the motion. (See Addenda #4 & #5).

Budget Transfers:

Budget Transfers for May 2013

MOTION: To approve May 2013 transfers.

	Acct Number	Description	Amount		Acct Number	Description	Amount
From:	11-120-100-101	Grd 1-5 Sal	\$3,000.00	From:	11-130-100-101	Grd 6-8 Sal	\$112.00
From:	11-120-100-270	Grd 1-5 Health Benes	\$231.49	To:	11-150-100-100	Home Instruc	\$112.00
To:	11-000-219-104	CST -Sal	\$3,231.49				
From:	11-000-100-565	Tuition	\$2,900.00	From:	11-000-223-320	Prof Dev	\$187.63
To:	11-000-211-300	Attend-Svs Contract	\$2,900.00	To:	11-000-222-600	Library Supplies	\$187.63
From:	11-000-100-565	Tuition	\$9,500.00				
To:	11-000-260-220	FICA	\$5,600.00				
To:	11-000-260-420	Contracted Svs	\$3,900.00				

Mr. Kellner Second: Mrs. Byrd. Motion carried on a roll call vote with all members present voting in favor of the motion.

Regular Meeting Minutes:

MOTION: To Approve Regular Meeting Minutes of May 22, 2013 as submitted. Mrs. Byrd Second: Mr. Adelman. Motion carried unanimously.

Approve Regular Meeting Minutes of May 22, 2013

Closed Session Minutes:

To approve of Closed Session minutes for May 22, 2013. Mr. Adelman Second: Mr. Kellner. Motion carried unanimously.

Approve Closed Session Minutes for May 22, 2013

Budget Transfers:

MOTION: To approve June 2013 transfers.

Budget Transfers for June 2013

	Acct Number	Description	Amount		Acct Number	Description	Amount
From:	11-130-100-270	5-8 Tchr Benes	\$22,000.00	From:	11-000-213-270	Spec ed Tchr Benes	\$9,729.77
To:	12-000-400-450	Facility Maint	\$7,792.00	To:	11-190-100-610	Educ supplies	\$4,441.71
	12-000-261-730	facility Equip	\$4,478.00		11-000-261-610	Maint Suppl	\$238.49
	11-190-100-640	Textbooks	\$6,412.64		11-000-261-420	Contr svcs	\$5,049.57
	11-190-100-610	Educ supplies	\$3,317.36				
From:	11-000-100-565	Tuition	5915.00	From:	11-000-270-213	Transp	\$5,849.00
To:	12-000-400-800	Misc Facility Repairs	5915.00	To:	11-000-263-300	Ground Maint	\$5,849.00

Mr. Kellner Second: Mrs. Byrd. Motion carried on a roll call vote with all members present voting in favor of the motion.

June 30, 2013 Transfers as Required:

MOTION: To approve Superintendent/Board Secretary to transfer funds as required for completion of the 2012-2013 school district budget to avoid deficit budgeting. Mr. Adelman Second: Mr. Kellner. Motion carried with all members present voting in favor of the motion.

June 30, 2013 transfers to avoid deficit budgeting.

Deposit Funds to Capital Reserve:

MOTION To approve Resolution to deposit \$40,000 into the Capital Reserve Account at the close of the 2012-2013 budget. (See Addendum #7) Mrs. Byrd Second: Mr. Kellner. Motion carried on a roll call vote with all members present voting in favor of the motion.

Deposit Funds to Capital Reserve

Deposit Funds to Maintenance Reserve:

MOTION: To approve Resolution to deposit \$15,000 into the Maintenance Reserve Account at the close of the 2012-2013 budget. (See Addendum #8) Mr. Kellner Second: Mr. Adelman. Motion carried on a roll call vote with all members present voting in favor of the motion.

Deposit Funds to Maintenance Reserve

Approval of ACCASBOJIF Premium Payment:

MOTION: To approve of payment for first installment for ACCASBOJIF for 2013-2014 school district insurance in the amount of \$16,475 due July 15, 2013. (2013-2014 full premium = \$22,587) (See Addendum #9) Mr. Kellner Second: Mrs. Byrd. Motion carried on a roll call vote with all members present voting in favor of the motion.

Approve ACCASBOJIF Premium Payment due July 15, 2013

2012-2013 Expenditures for Computer House, LLC:

MOTION: To approve Resolution approving Computer House, LLC for technology services, computer purchases, parts and repairs for the 2012-2013 school year in excess of \$34,000. To date expenditures are \$34,319. (All purchases have comparative quotes from other companies attached to P.O.) We use Computer House, LLC because they have been servicing our network and infrastructure for about 8 years and know our technology system, all software, all hardware and technology needs of the district. They have installed the Smart Boards, completed the total building WIFI,

Approve Resolution for Computer House, LLC 2012-2013 expenditures

troubleshooting the "TV" morning announcement problems, etc. In conversation with our Auditor, Jim Preziosi, he has recommended that we complete this resolution for audit purposes. (See Addendum #10) Mr. Kellner Second: Mrs. Byrd. Motion carried on a roll call vote with all members present voting in favor of the motion.

Facilities Report:

MOTION: To accept and approve Facility Report as submitted. Mr. Kellner Second: Mrs. Byrd. Motion carried with all members present voting in favor of the motion.

Facilities Report

Cafeteria Financial Statement Report:

MOTION: To approve/accept the Nutri-Serve Financial Statement report for May 31, 2013. The Net Income for May is \$1,078.25. (To date, the Net Income for the year is \$201.95) Mr. Kellner Second: Mrs. Byrd. Motion carried with all members present voting in favor of the motion.

Cafeteria Financial Statement Report for May 31, 2013

Approval of Expenditures:

MOTION: To approve expenditures for the month of June 2013 as listed: (See Addendum #13)

Approval of Expenditures for June 2013

Fund 10 - \$3,142.50
Fund 11 -\$263,549.87
Fund 12- \$4,881.00
Total \$271,573.37

Mr. Kellner Second: Mr. Adelman. Motion carried on a roll call vote with all members present voting in favor of the motion.

Board Secretary's Report

Board Secretary's Report:

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, 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 were no changes in anticipated revenue amounts and sources for the month of May 2013.

Board Secretary's Certification as of May, 31, 2013

Invitation to June 17th Breakfast

The Estell Manor Education Association has invited all Board of Education members to the June 17th End of the Year Breakfast.

June 17th Breakfast Invitation

Workshop Presentation by Frank Cavallo, Esq. of Parker McCay

Frank Cavallo presented a workshop at the annual Association of School Business Officials Convention last week. I thought you might be interested. His PowerPoint presentation is included FYI.

Workshop Presentation by Frank Cavallo

SDA Assessment Concerns

The Association of School Business Officials has urged each district to share their discontent and concern with our legislators over the 15% assessment of grant awards received. I have done that on behalf of the Estell Manor Board of Education. (See Addendum #16)

SDA Assessment Concerns

2012-2013 School District Budget:

I have included the most current budget report for your information.

2012-2013 School District Budget

Facilities Projects

There will be discussion during committee reports regarding moving forward with providing additional parking in front of the building. This will be accomplished by filling in the grassy spots and repaving the existing front parking area. The plans & specs will be handled by Architect of Record, John Veisz. Also, we are obtaining pricing for split rail fencing for the front of the school property.

Facilities Projects

Thank You

I want to thank the Board of Education for allowing me to participate in the business segment of the educational process here at Estell Manor School District. It has been a very fast and interesting six years. I wish each of you the best in the future. Your next administrative team will be dynamic !

Thank You

Old Business:

Parking issues – Architect to handle project. Discussed bus loop behind building. Plan to erect split rail fencing across front of property. Outdoor lighting has improved. Pinelands must give approval for any project undertaken.

Old Business

New Business:

None.

New Business

Buena High School:

Graduation is Tuesday, June 18, 2013. Buena still has budget program problems.

Buena High School

Public Relations:

Quarterly is being copied for Historical Society.

Public Relations

Legislative:

ACCC – Teach NJ. Mr. Adelman attended and said it was interesting. Law Update Forum – General update - Arbitration process discussed. It was as a very good workshop.

Legislative

Policy Committee:

Policy Committee

Policies for Second Reading

4150 / 4250	Leaves of Absence, Without Pay
4151.1 / 4251.1	Personal Illness and Injury / Health and Hardship
4151.3 / 4251.3	Bereavement
4151.5 / 4251.5	Vacations
4151.7 / 4251.7	Jury Duty
4151.9 / 7251.9	Family Leave – Family Leave Insurance Benefits

Second Reading of Policies

MOTION: To approve the Second Reading of the above Policies. Mr. Adelman Second: Mr. Kellner. Motion carried unanimously.

Policies for Third Reading and Adoption:

1410	Local Units
3327	Relations with Vendors
5141.4	Child Abuse and Neglect
5141.22	Use of Defibrillators
5145.5	Photographs of Pupils
5145.11	Questioning & Apprehension
6172	Alternative Educational Programs
9326	Minutes

Third Reading and Adoption of Policies

MOTION: To approve the Third Reading of the above policies. Mrs. Byrd Second: Mr. Kellner. Motion carried unanimously.

Planning Committee:

None.

Planning Committee

Finance Committee:

Finance Committee Meeting held June 10, 2013 – Close of 2012-2013 Budget discussed – able to deposit funds in both Capital & Maintenance Reserves.

Finance Committee

Personnel Committee:

Two positions available – Full time Social Studies/Language Arts and Part time Math . Advertised June 16, 2013. Ms. Jacquelin to interview.

Personnel Committee

Negotiations:

None.

Negotiations

Facilities Committee:

Driveway concerns discussion at meeting. Consider buses going behind the building. HVAC concerns & available funding were discussed. Audit of energy consumption before HVAC decisions are made.

Facilities Committee

Adjourn:

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

Adjourn

Time: 8:00 PM

Respectfully Submitted,

I. Elizabeth Edwards
Business Administrator/Board Secretary