Call to Order

The Estell Manor Board of Education held its regular meeting on Wednesday, January 23, 2012 at the Estell Manor Elementary School. The meeting was called to order at 7:30 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, 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.

Presentations

Presentations:
None.

MOTION: To open meeting to public. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously.

Public Discussion

Public Discussion:
None.

MOTION: To close meeting to public. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously.

Correspondence

Correspondence
None.

Superintendent's Report

SUPERINTENDENT'S REPORT

Superintendent's report:
Dr. Greenfield reported on the following: The average daily attendance was:

Attendance for December 2012

Student Attendance – December	Total Enrollment: 191
Possible Days for students: 2,865	Percentage of Attendance: 95%
Total Absences: 136	Average Daily Attendance: 182

Student Count for December 2012

Student Count Projections for December

Grade K	24	Grade 5	22	
Grade 1	17	Grade 6	21	Elementary
Grade 2	18	Grade 7	22	Total:191
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 H.S. Total: 88
Alternative School: 1

Staff Attendance for December 2012

Staff Attendance: December

Certified Staff: Total Absences: 11.5
Percentage of Occasional Absence: 73%
Non-Certified Staff: Total Absences: 19
Percentage of Occasional Absence: 2.85%

Drills

Drills:
Fire Drill – The duration of the fire drill on January 10th was 1:10. Students had to remain outside for approximately 20 additional minutes because of an alarm malfunction.

Security Drill

Security Drill - Thursday, January 17th an active shooter drill was conducted. This was observed by the State Police and Chief Wagner. An analysis of the drill will be given during the BOE Meeting.

Curriculum and Instruction

Curriculum and Instruction:
As part of our school Safety Team for Bullying Awareness and Prevention, programs have been developed for "Goal Setting and Career Awareness" our January theme. During the week of January 22-25, our Career Awareness Week activities will take place. On January 25th, there will be a lower grade program where the career presenters will rotate from class to class.

The upper grade program will be in the gym with students rotating to various career centers. Each student will have a "Passport to Career" card. We are also hoping that our "Be a Friend, Be a Hero" t-shirts will be available for students and staff by the 25th. Mrs. Kuppel has been conducting classroom lessons on careers throughout the month.

Mrs. Byrd asked how many careers were being presented – Approximately 15.

In order to move forward with four goals and objectives that are based on our District Goals for this year, our Strategic Plan, school-wide assessment results and state mandates the following committees have been formed.

- Gifted & Talented
- Technology
- Teacher Evaluation Process
- Writing

I'll discuss each of those during the meeting.

Mrs. Storey conducted the annual Geography Bee on Monday, January 7th. A representative from each class participated from Grades 4-8. The student who won the school contest was Joseph Clemenson, a sixth grade student. He moves on to the next level of competition.

Benchmark assessments and analysis have been and will continue to be conducted in all grade levels. In grades 5-8, Study Island is utilized by the Language Arts and Math teachers to assess achievement to that point and then prepare lessons based on the data for remediation, support and for achieving the goals and objectives of the curriculums. In the lower grades, benchmark assessments are done through the text series being utilized in Language Arts and Math.

Mrs. Abraham provided detailed information on technology requirements.

School Safety Committee

School Safety Committee:
The School Safety Committee met on Friday, January 11, to review all school safety related issues including the internal locking systems and other components to secure the building and the safety of our students and staff.

New Incidents of HIB

New Incidents of HIB:
Incident #4 – Investigative report concluded on 12/13/12 with no evidence of bullying. (Addendum #3)

Incident #5 – Incident report concluded on 12/17/12 with no evidence of bullying. (Addendum #4)
Incident #6 – Incident report concluded on 12/20/12 with no evidence of bullying. (Addendum #5)
Incident #7 – Incident report concluded on 1/14/13 with a decision of non-bullying for the present. If the situation changes, it will be declared a bullying incident. (Addendum #6)

School Choice

School Choice:
As of January 14, 2013, we have 9 new students for the 2013-2014 school year. This brings us to a total of 23 school choice students.

MOTION: To accept Superintendent's monthly report. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously.

Superintendent's Recommendations

SUPERINTENDENT'S RECOMMENDATIONS:

Processional Development

Professional Development
Recommend approval of the Professional Development opportunities as shown.

ALS Association Bike a Thon

ALS Association
Recommend facility utilization for the ALS Association as a rest-stop during their Bike Ride on Saturday, June 15, 2013.

EWRS Period 1 Report

EVVRS Period 1 Report
Recommend approval of Period 1 EVVRS Report with no reported incidents. (Addendum #9)

Board Secretary's Recommendations

BOARD SECRETARY'S RECOMMENDATIONS;

Financial Certification

Board of Education Monthly Financial Certification:
MOTION: To certify that according to the Board Secretary's Certification as of December 31, 2012, 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 December 2012. Mr. Kellner Second: Mr. Klosek. Motion carried unanimously on a roll call vote. (See Addenda #10 through #12)

Budget Transfers

Budget Transfers:
MOTION: To approve transfers for December 2012 as listed:

	Acct Number	Description	Amount		Acct Number	Description	Amount
From:	11-000-100-563	Spec Ed Tuition	$5,187.00	From:	11-230-100-270	BSI Health Benes	$1,416.70
To:	10-000-100-56x	Chart Sch Tuition	$5,187.00	To:	11-000-291-270	Dist Health Benes	$1,416.70
From:	11-000-100-563	Spec Ed Tuition	$5,000.00				
To:	11-000-261-420	Facility Cont'd Svs.	$5,000.00				

Mr. Kellner Second: Mr. Klosek. Motion carried unanimously on a roll call vote.

Board Meeting Minutes:
MOTION: To approve the Regular Meeting Minutes of December 19, 2012; Reorganization Meeting on January 3, 2013; the Special Meeting on January 14, 2013 be approved with correction to Solicitor in attendance at December 19, 2012 meeting from Mr. Cavallo to Mr. Gorman. Mrs. Byrd Second: Mr. Klosek. Motion carried unanimously.

Approve 12/19/12, 1/3/2013 and 1/14/2013 meeting minutes

Closed Session Minutes:
MOTION: To approve Closed Session minutes for December 19, 2012; January 3, 2013; and January 14, 2013 as presented. Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously.

Approve 12/19/2012, 1/3/2013 and 1/14/2014 Closed Session minutes

2012-2013 School Year Transportation Jointure with Atlantic County Special Services
MOTION: To approve 2012-2013 school year transportation jointure with Atlantic County Special Services School District for one (1) student to ACCC in a work study program at a cost of $4,320. Acct #11-000-270-515 (See Addendum #16) Mr. Kellner Second: Mr. Klosek. Motion carried unanimously on a roll call vote.

Approve 2012-2013 Transport. Jointure with ACSSSD

Re-Bid ACSSSD Transportation for 2013-2014
MOTION: To approve to re-bid the Atl. County Special Services transportation route for the 2013-2014 school year. Bid opening scheduled for Thursday, February 21, 2013 at 1:00 P.M. Mrs. Byrd Second: Mr. Adelman. Motion carried unanimously.

Approve re-bid ACSSSD Transportation for 2013-2014

Facilities Report:
MOTION: To accept and approve the Facility Report as submitted. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously.

Facilities Report

Cafeteria Financial Statement Report – December 2012
MOTION: To accept/approve Nutri-Serve Cafeteria Financial Statement report for December, 2012 as submitted. (The net income for December is $878. Deficit to date is $1,817.68) Mrs. Byrd Second: Mr. Klosek. Motion carried unanimously.

Cafeteria Financial Statement Report for December 2012

Approval of Expenditures:
MOTION: To approve expenditures for the month of January 2013 as listed. (See Addendum #19)

Fund 10	$ 3,142.50
Fund 11	$188,658.51
Fund 12	$ 610.00
Fund 20	$ 776.89
Total	$193,187.90

Mr. Kellner Second: Mr. Klosek. Motion carried unanimously on a roll call vote.

Approval Expenditures for January 2013

BOARD SECRETARY'S REPORT:

Board Secretary's Report as of December 31, 2012

Board Secretary's Certification:
Pursuant to Administrative Code, *N.J.A.C. 6A: 23-2.11(c)(3)* I certify that as of December 31, 2012 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 December 2012.

Old Business

Old Business:
Mrs. McDonnell spoke with Weymouth Township Board of Education President – awaiting call back.

New Business

New Business:
None.

Buena High School Report

Buena:
Budget challenges- $1M short fall.
Student threat against school – under control.

Public Relations

Public Relations:
Electronic Sign is working well.

Legislative

Legislative:
None.

Police/Curriculum Committee

Policy /Curriculum Committee:
Mrs. Byrd – Meeting with AED representative. AtlantiCare will pay ½. Cost to district is about $1,200. Need a maintenance contract for defibrillator.

Dr. Greenfield – Spanish Program – Waiting for updated curriculum – distributed copies of state standards for World Language – district can utilize the state standards until we have the new curriculum from Ocean County.

Mr. Klosek – Board of Education should have done due diligence to be sure that curriculum was in place for the program before hiring personnel.

Mrs. Byrd – would like to have full time Spanish if possible. Curriculum should contain linguistics and culture.

Mr. Klosek – believes curriculum should have been Board approved prior to expending funds for program.

Dr. Greenfield – program/personnel decision will be made at appropriate time.

Planning Committee

Planning Committee:
None.

Finance Committee

Finance Committee:
Excellent meeting deep into preliminary budget would like to hold tax levy. Challenges to navigate. Need to address facility needs within budget. Transportation/tuition amounts not concrete yet. Want to have 2-3 years ahead in plan.

Personnel Committee

Personnel Committee:
Closed Session.

Negotiations

Negotiations:
None.

Facilities Committee

Facilities Committee:
Architect of record/Architect – will meet with the 3 that quoted.

Generator Discussion - Mr. Klosek would like Board of Education to discuss long range plan – short term or long term solution.

Mr. Kellner would Board of Education want building used as a shelter.

Mrs. McDonnell – Does community realize school building unable to function without bathrooms/refrigeration – use every opportunity to inform families of no water to flush without electric.

Bus traffic – perhaps a new plan of going around the back of the building for discussion. Send ideas to Board Secretary.

Executive Session

Executive Session:
BE IT RESOLVED at a Public Meeting of the Board of Education held on January 23, 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. Personnel 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. Mr. Adelman Second: Mrs. Byrd. Motion carried unanimously. (8:39PM)

Closed Session

CLOSED SESSION

Reopen Public Meeting

MOTION: To resume Open Public Meeting. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously. (9:37PM)

Adjourn

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

Time: 9:38 PM

Respectfully Submitted,

I. Elizabeth Edwards
Business Administrator/Board Secretary