

ESTELL MANOR BOARD OF EDUCATION REGULAR BOARD MEETING

DECEMBER 19, 2012

The Estell Manor Board of Education held its regular meeting on December 19, 2012 at the Estell Manor Elementary School. The meeting was called to order at 5:00 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. Bruce Greenfield, Ed.D, Interim Superintendent, Frank Cavallo, Solicitor and I Elizabeth Edwards, Business Administrator/Board Secretary were also present.

Roll Call

Presentations: Audit presentation for 2011 - 2012 school year.

Audit Presentations

Gene Taormina, CPA gave overview of 2011-2012 school district budget. The fund balance is \$254,032.05 of which \$2,444 must be allocated to the 2013-2014 budget. 1. Comments and recommendations include an invoice was found to have charged sales tax and the sales tax was paid. 2. The district was found to have checks signed and waiting to use. CAP to be more careful when checking invoices to avoid paying sales tax and have checks signed only as used by district.

MOTION: To accept the above recommendations. Mr. Kellner Second: Mr. Adelman. Motion carried unanimously on a roll call vote.

Open meeting to public

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

Public Discussion:
Nothing.

Public Discussion

MOTION: to close meeting to public. Mr. Adelman Second: Mrs. Byrd. Motion carried unanimously.

Close meeting to public

Correspondence
None

Correspondence

Superintendent's report:

Superintendent's Report

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

<u>Student Attendance - November</u>	Total Enrollment: 191
Possible Days for students: 3,438	Percentage of Attendance: 96%
Total Absences: 143	Average Daily Attendance: 183

Attendance

Student Count Projections for November

Grade K	24	Grade 5	22	
Grade 1	17	Grade 6	21	<u>Elementary</u>
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: 65 ACSSSD: 2 ACIT: 20 Charter Tech: 3 H.S. Total: 90

Staff Attendance: November

Certified Staff: Total Absences: 10
Percentage of Occasional Absence: .97%
Non-Certified Staff: Total Absences: 9.5
Percentage of Occasional Absence: 1.04%

Drills:

Fire Drill - The duration of the fire drill on Tuesday, December 11, 2012 was 65 seconds.

Drills

Security Drill - Tuesday, November 27, 2012, the staff and students practiced a drill with a chemical leak scenario. Everyone moved immediately to the center halls away from doors and windows and potential outdoor exposure. The next security drill will be December 20, 2012.

Curriculum and Instruction:

Curriculum and Instruction

As part of our school Safety Team and Bullying Awareness and Prevention programs, various activities have and will be taking place during December. As part of our Pep Rally December 20, 2012, bracelets have been purchased for each student that states "Be a Friend, Be a Hero" on the outside and "Help, Encourage and Respect Others" on the inside. In addition, each homeroom will receive a "Be a Hero" poster. Also, monthly cape program will be instituted (Super Hero theme). January will include our Career Day programming. Each staff member is required to complete a JIF module concerning ensuring student safety with technology. Each teacher will learn and be assessed on cyber-bullying and the correct utilization of technology (recently approved BOE policy). This information will be turn-keyed to the students.

The Schools Data Analysis Assessment Committee Report:

Schools Data Analysis Report

Dr. Greenfield shared a detailed explanation of the findings of the committee in which was determined the area with the most need for improvement is the writing component of the language arts program.

Sumdog Math Program:

Sumdog Math Program

During the first week in December, approximately 112 of our students participated in the Sumdog Math Program, an online assessment of our students' mathematical knowledge. Those 112 students answered 27,435 questions correctly as of December 7th. On December 5th, our school came in first amongst all schools participating in Atlantic County. The next step was to be part of the national contest. I would like to acknowledge the following teachers for their participation and enthusiasm: Elaine Baker, Joy Krohn, Lauren Dormanen, Andrea Storey and Ellen Fatcher. (Addendum 2)

WebPages:

WebPages

Hopefully, most if not all of our WebPages are up and running on our new website.

New Incidents of HIB:

New Incidents of HIB

Incident #4 was reported on 12/10/12. As of this time, it is still under investigation.

Overall HIB Report for September 2012 - December 2012:

Overall HIB Report

As of this date, there have been four incidents of potential HIB reported with three of the four with finalized investigations. The three completed investigations found no evidence of bullying with various remediations utilized such as individual and small group counseling, parental discussions and full class programming.

During the 2011-2012 school year, all staff employed completed a 3 modular program of training and assessment in the area of HIB. Each received a Certificate of Completion. All new staff for 2012-2013 are or have completed the same training and assessment. Ongoing teacher and student training and programming continues this year under the leadership of Jill Kuppel and the School Safety Team. This report is a requirement under the HIB legislation and the DOE policies and regulations.

School Choice:

As of December 11, 2012, we have 8 new students for the 2013-2014 school year and the potential for more with deadlines being extended. We now have a total of 22 school choice students.

School Choice

Report Cards:

K-3 report cards went out on December 12 and Interims for 4-8 will be out on December 20th.

Report Cards

Atlantic City Trip:

On Friday, December 7, members of the Honor Society and Student Council participated in a trip to the Atlantic City Rescue Mission and to the Texas Avenue School in Atlantic City. Collected adult clothing was dropped off at the Rescue Mission and children's clothing and food items were taken to the Texas Avenue School. Our students spent many hours with the Texas Avenue students in their classrooms and at lunch. Our students and their students seemed to really enjoy the experience. We are arranging for a reciprocal visitation from Texas Avenue School to us in the spring.

Atlantic City trip

Holiday Concert, Holiday Shop and Choir:

The annual Winter Celebration occurred this past Monday, December 17th. The Holiday Shop was open for students on the 17th & 18th and for parents before and after the concert. This Friday, our choir will be performing at Resorts in Atlantic City.

Holiday Concert,
Holiday Shop & Choir

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

HIB 1st Half of year

Harassment, Intimidation & Bullying -1st half of the year:

MOTION: To approve the Period 1 (first half of the year) HIB Report. Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously.

HIB Incident:

MOTION: To approve the HIB Incidents #2 and #3. Incident #2 investigative report concluded 10/28/12 with no evidence of bullying. Incident #3 investigative report concluded on 11/12/12 with no evidence of bullying. (Addendum 3 & 4) Mr. Klosek Second: Mr. Adelman. Motion carried unanimously on a roll call vote.

HIB Incident

Substitute Approval:

MOTION: To approve of the criminal history approved substitute for the remainder of the 2012-2013 school year: Toyetta Smith as a substitute teacher. Mr. Adelman Second: Mrs. Byrd. Motion carried unanimously.

Substitute Approval

Teacher of the Year:

MOTION: To approve Sarah Sharpe as Teacher of the Year for 2012-2013. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously on a roll call vote.

Teacher of the Year
Sarah SharpeVolunteer of the Year:

Jill Marie Kuppel was chosen the Municipal Alliance's Volunteer of the Year.

Volunteer of the Year
Jill Marie Kuppel**Board of Education Monthly Financial Certification:**

MOTION: To certify that according to the Board Secretary's Certification as of November 30, 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

Board Secretary's
Certification as of
November 30, 2012

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 November 2012. Mr. Kellner Second: Mrs. Byrd . Motion carried unanimously on a roll call vote. (See Addenda #5 through #7)

Budget Transfers:

MOTION: To approve transfers for November 2012 as listed.

Budget Transfers for November 2012

	Acct Number	Description	Amount
From:	11-000-100-563	Vo-Tec Tuition	\$3,335.00
To:	11-000-261-420	Facility Contr. Svs.	\$3,335.00

Mr. Adelman Second: Mrs. Bryd. Motion carried unanimously on a roll call vote.

Regular Meeting Minutes:

MOTION: To Approve Regular Meeting Minutes of November 26, 2012 as submitted. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously.

Meeting Minutes of November 26, 2012

Closed Session Minutes:

MOTION: to approve Closed Session minutes for November 26, 2012 as presented. Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously.

Closed Session Minutes of November 26, 2012

2011-2012 School District Audit:

MOTION was made by Mr. Kellner and second by Mr. Klosek to accept the 2011-2012 - School District Audit as presented by Mr. Gene Taormina of Preziosi, Nicholson & Associates. Discussion was held regarding the two recommendations - Both recommendations occurred under the heading of Financial Planning, Accounting & Reporting.

2011-2012 School District Audit.

#1 During the examination of claims it was noted an instance where New Jersey Sales Tax was paid on a claim. The district is exempt from paying New Jersey Sales Tax. Corrective action plan is to recover the sales tax paid to vendor via deduction from a future invoice.

#2 During the test of expenditures it was noted an instance where bank account blank checks were pre-signed by the Treasurer. Corrective action plan is to void the checks and NEVER have checks signed ahead of time. Motion carried unanimously on roll call vote.

2012-2013 Buena Regional School District ACIT Jointure Transportation Agreement:

MOTION: To approve rescinding the 2012-2013 Buena Regional School District Transportation Jointure for Estell Manor ACIT students and one student temporarily living with a family in Buena Vista Twp. For a total of \$10,270.36 approved at the November 26th meeting. Mr. Kellner Second: Mr. Klosek Motion carried unanimously on a roll call vote.

Rescinding 2012-2013 Buena ACIT Jointure Transportation Agreement

2012-2013 Buena Regional School District ACIT Jointure Transportation Agreement:

MOTION: To approve the updated 2012-2013 Buena Regional School District Transportation Jointure for Estell Manor ACIT students and one student placed at the alternative school for a total of \$13,812.61. Acct# 11-000-270-513 (See Addendum #10) Mr. Kellner Second: Mr. Klosek. Motion carried unanimously on a roll call vote.

Approve updated 2012-2013 Buena ACIT Jointure Transportation Agreement

2012-2013 School Year Non-Public Trans Jointure with Atlantic County Special Services:

MOTION: To approve the 2012-2013 school year non-public transportation jointure with Atlantic County Special Services School District for one (1)

2012-2013 School Year Non Public Transportation Jointure with ACSSSD

non-public student to Pilgrim Academy at a cost of \$884.00. Acct# 11-000-270-503. (See Addendum #11) Mrs. Byrd Second: Mr. Klosek. Motion carried unanimously on a roll call vote.

Facilities Report:

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

Facilities Report

Cafeteria Financial Statement Report:

MOTION: To approve/accept the Nutri-Serve Financial Statement report for November, 2012 as submitted. (The deficit for November is \$74.13. Deficit to date is \$2,695.67) Mr. Klosek Second: Mr. Kellner. Motion carried unanimously.

Cafeteria Financial Statement for November, 2012

Approval of Expenditures:

MOTION: To approve expenditures for the month of December 2012 as listed: (see addendum 14)

Approve Expenditures for the month of December 2012

Fund 11	\$229,236.07
Fund 40	<u>\$113,079.00</u>
Total	\$342,315.07

Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously on roll call vote.

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 November 30, 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 November 2012.

Board Secretary's financial certification as of November 30, 2012

2012-2013 School District Budget:

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

2012-2013 School District Budget

Reminder:

The Reorganization meeting is scheduled for Thursday, January 3, 2013 at 6:00 p.m. The agenda for that meeting is included with this December agenda packet. Please sign and return the acknowledgement of receipt of the Code of Ethics for my file.

Reminder Reorganization Meeting January 3, 2013

Gymnasium Ceiling Paint:

Nothing new to report.

Gymnasium Ceiling Update

JIF Dinner Awards:

Enclosed is a press release from the ACCASBO-JIF organization regarding the JIF dinner program and the financial incentives for school districts to manage safety programs, and all claims in a responsible manner.

JIF Awards Dinner

Old Business:

Discussion was held regarding possible Memorial for Nancy Bobkoskie - Apple? Plaque on electronic sign?

Old Business

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New Business:

None.

New Business

Buena/High School:

BOE approved permanent committee for sending districts. 2013-2014 there is a huge budget shortfall.

Buena/High School Report

Public Relations:

Web pages done.

Quarterly copied for Historical Society 12/19/12.

The new electronic sign gives a lot of up to date information – good investment in the district.

Public Relations

Legislative:

STEM – Mr. Klosek and Mrs. McDonnell attended. Great concept do problem solving in all subjects not just math.

Legislative

Policy Committee:

Needs a defibrillator person to help create policy for AED.

Policy committee

Planning Committee:

None.

Planning Committee

Finance Committee:

Mr. Klosek discussion – Monthly activity outside such as Architect of Record share use of same vendors.

Perhaps both Estell Manor and Weymouth can communicate to discuss both districts needs and opportunities to share.

Finance Committee

Personnel Committee:

None.

Personnel Committee

Negotiations:

None.

Negotiations

MOTION: To take a brief recess. Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously. (6:42 PM)

Brief Recess

RECESS

MOTION: To resume meeting. Mr. Kellner Second: Mr. Klosek. Motion carried unanimously. (7:09 PM)

Resume Public meeting

Executive Session:

BE IT RESOLVED at a Public Meeting of the Board of Education held on December 19, 2012, 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. Contracts It is presently anticipated that the items mentioned in this Resolution can be disclosed to the public when final action has been taken.

Closed Session

MOTION: To adopt the above Resolution. Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously. (7:10 PM)

CLOSED SESSION

MOTION: To resume Open Public Meeting. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously. (7:57 PM)

Resume Open Public Meeting

ESTELL MANOR BOARD OF EDUCATION REGULAR BOARD MEETING

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Strategic Planning Report:

Charlene Zoerb gave the final report of the Strategic Planning Committee.

Strategic Planning Report

MOTION: To accept the Strategic Plan for the Estell Manor School as presented. Mr. Adelman Second: Mr. Klosek. Motion carried unanimously.

Executive Session:

BE IT RESOLVED at a Public Meeting of the Board of Education held on December 19, 2012, 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. CSA Candidates It is presently anticipated that the items mentioned in this Resolution can be disclosed to the public when final action has been taken.

Closed Session

MOTION: To adopt the above Resolution. Mr. Adelman Second: Mr. Klosek. Motion carried unanimously. (8:32 PM)

CLOSED SESSION

MOTION: To resume Open Public Meeting. Mr. Kellner Second: Mr. Klosek. Motion carried unanimously. (10:07 PM)

Resume Open Public Meeting

Adjourn:

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

Adjourn

Time: 10:08 PM

Respectfully Submitted,



I. Elizabeth Edwards
Business Administrator/Board Secretary