

ESTELL MANOR BOARD OF EDUCATION REGULAR BOARD MEETING

SEPTEMBER 24, 2012

The Estell Manor Board of Education held its regular meeting on Monday, September 24, 2012 at the Estell Manor Elementary School. The meeting was called to order at 6:00 p.m. by Board Vice-President, Robert Kellner.

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 Vice- President, Robert Kellner.

Flag Salute

Present – Leah McDonnell (arrived 6:30pm), 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. Mr. Klosek was absent.

Roll Call

Presentations:

Ms. Charlene Zoerb handed out the results of the Board of Education self evaluation for 2011-2012. Once Board members read the documents, Ms Zoerb shared the analysis of the various measurement graphs. The graphs showed that the topics most concerning the board are planning, student achievement and finance. Using this information the Board of Education will develop Board Goals that they own and will be sure they are achieved. Everyone should be made aware of the Board Goals – they should be shared with the community. Administration will use the board Goals as the priority – and implement strategy for completion of same.

Presentations of results of BOE Self Evaluation by Ms. Zoerb

District Goals

District goals: Superintendent discusses ideas with board members and between them it is decided what goals should be utilized.

Dr. Greenfield shared his list of suggested goals for 2012-2013.

Mr. Kellner: should develop a student evaluation component.

Dr. Greenfield: A task force will develop a report on student progress in the ASK tests, RTI & Study Island.

Mr. Kellner: Will there be reporting results to the Board ?

Dr. Greenfield: there will a report to the Board.

Mr. Kellner would like School Choice initiatives added to the District Goals list.

Ms. Zoerb: does the Board want to add Anti-bullying? – self esteem ?

Dr. Greenfield: district continues to build on programs for students such as student of the month

Mr. Adelman: Should have something formal in goals regarding test results of Estell Manor high school students from schools in which they are attending.

Ms. McDonnell: Liasion between districts – communication regarding curriculum; Math Language Arts and Science, etc.

Dr. Greenfield to contact Mr. Whittaker of Buena regarding articulation. Secondary education communication / articulation will be a District and Board goal

Ms. Zoerb: Board Goals: #1. - Articulation with Buena; #2 – Oversight of the implementation of the strategic plan; #3 – Conduct a superintendent search; #4 – Expand School Choice

Mr. Adelman: Is there a limit to the cost of training for Board Members.

Ms. Zoerb: Not for training, but, must adhere to regulations. Board members can attend School Boards County Meetings when they are offered.

Mr. Kellner: The last Superintendent search was advertised only on the NJSBA website.

NJDBA
Superintendent
Search

NJSBA will give a special rate for this search due to the sad outcome of the last one.

MOTION: To open the meeting to public discussion. Mr. Adelman Second: Mrs. Byrd. Motion carried unanimously. (7:40PM)

Open meeting to
public discussion

Public Discussion:
None.

MOTION: To close the meeting to public discussion. Mr. Adelman Second: Mr. Kellner. Motion carried unanimously.

Close meeting to
public discussion

Correspondence
None.

Correspondence

SUPERINTENDENT'S REPORT:

Superintendent's
Report

Student Attendance – August	Total Enrollment		
Possible Days for students	N/A	Percentage of Attendance	N/A
Total Absences:	N/A	Average Daily Attendance	N/A

Student Count Projections for August

Student Count
Projections for
August

Grade K	19 (1 Choice)	Grade 5	21	
Grade 1	17 (1 Choice)	Grade 6	21	Elementary
Grade 2	23	Grade 7	30	Total = 196
Grade 3	16 (3 Choice)	Grade 8	25	
Grade 4	22 (1 Choice)	ACSSSD	3	Elementary
Buena Regional High School				
Grades 9-12	77	ACSSSD	2	High School = 79
(Total E.M. students K - 12 = 275)				

<u>Staff Attendance: August</u>	<u>Certified Staff: Total Absences –</u>	N/A
	Percentage of Occasional Absence:	N/A
	<u>Non-Certified Staff: Total Absences –</u>	N/A
	Percentage of Occasional Absence:	N/A

Drills

Drills:

Fire Drill – 9/13/12 Time: 70 seconds
Emergency Drill – Lock down Drill – September 25

Curriculum and Instruction:

Curriculum and
Instruction

The opening of school was very smooth. Our new staff members, Mr. Smith, Mrs. Malkin, Mrs. Paulino, and Mrs. Baker, along with our new instructional classroom aides, have adapted quite well and have created a very nice bond with staff, fellow teachers and parents. The staff orientation on Tuesday, September 4th gave the teachers an opportunity to discuss our new and integrated curriculums, how the new evaluation model will impact

this year as we plan for its 2013-2014 implementation and how the ASK results will impact instructional and program needs for this school year. (See Addendum 1 for the complete Orientation Agenda). In addition, our Smartboard consultant from the SRI/ETTC presented new ways to integrate the utilization of the Smartboard into the overall instructional practices and methodologies.

Each of our teachers submitted their Goals and Objectives for the 2012-2013 school year. These goals and objectives are based on last spring's Professional Improvement Plan, the needs and interests of their current students, test score analysis and any other programs, activities, etc. that will strengthen their overall instructional and professional practices.

As of this writing, final preparations were being made for Back to School Night that was held on Thursday, September 20th. This was an opportunity for me to discuss our overall program and plans for the year, an opportunity to introduce the Board members and staff members, and most importantly, an opportunity for each teacher to establish lines of communication and discuss his/her program. By the time of the Board meeting, I should have a better idea of how many potential school choice parents came out to see our school.

Our annual Scholastic Book Fair was held on Wednesday and Thursday, September 19th and 20th.

NJASK Results for 2011-2012. (Addendum 2) – Report to the Board

The chart that was presented to you last month with our NJ ASK Results for Spring 2012 is once again represented in Addendum 2 of this report. Approximately two weeks ago, the school received the Individual Student Profiles which were distributed to each student's current teacher, last year's teacher, Mrs. Malkin, Mrs. Day, Mr. Smith, Mrs. Abraham and to each parent. Mrs. Abraham and her committee are now in the process of beginning her data analysis process utilizing the profiles and other documentation. The purpose of this committee is to gain a better, and more complete understanding of the students' strengths and deficiencies and then develop a Plan of Action for remediation of these deficiencies. Once the committee has completed their work, I will give you an update of their finding and action plan.

NJASK Results for
2011-2012

School Choice Program

At the last BOE meeting, we had a discussion on potential number of seats that will be available for 2013-2014 (Addendum 3 for Board Discussion) grades 1-3 cap # of students. See Addendum 3 for updated #'s.

School Choice
Program

Spelling Bee

After an absence of a number of years, our school is once again part of the Scripps-Howard Atlantic County Spelling Bee. We will be sponsored by Townsquare Media. More information will be forthcoming.

Spelling Bee

Strategic Planning

Will be discussed with Charlene during the pre-meeting.

Strategic Planning

Status Report on Facility Projects

- Website-nearing completion. Expect to be accessible in approx. 1 week.
- Driveway-will place project on hold once County approval has been given for updated design.
- Outdoor Sign-installation about 3 weeks.

Status Report on
Facility Projects

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

Accept Supt.
Report

SUPERINTENDENT'S RECOMMENDATIONS:

**Superintendent's
Recommendations**

Playgroup Instruction:

MOTION: To approve a \$5.00 per hour increase in salary for the 2012-2013 school year from \$25.00 per hour to \$30.00 per hour for Audra Carano. She presently works 9 hours per week. Mrs. Byrd Second: Mr. Adelman. Motion carried unanimously on a roll call vote with all members present voting in favor of the motion.

Increase Salary for
Playgroup Instructor

Classroom Observation:

MOTION: To approve Toyetta Smith, a student at Grand Canyon University to do a 20 hour observation of Language Arts in Grades K-3. Mrs. Byrd Second: Mr. Kellner. Motion carried unanimously.

Approve Classroom
Observation by Toyetta
Smith, College
Student.

Homebound Instruction Enhancement Teacher:

MOTION: To approve Julie Compton to be homebound instructional teacher at a rate of \$25.00 per hour, 7 hrs. per week for student #6683427216. Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously on a roll call vote with all member present voting in favor of the motion..

Approve Julie Compton
as Homebound
Instruction
Enhancement Teacher

Custodian:

MOTION: To approve of Steve Lesniewski as a 2 hour per evening custodian, 180 days at a rate of \$10.45 per hour. Total compensation for the year is \$3,762.00 from Account. 11-000-262-100. Mrs. Byrd Second: Mr. Adelman. Motion carried unanimously on a roll call vote with all members present voting in favor of the motion.

Approve Part time
Custodian

Memorandum of agreement:

MOTION: To approve of the 2012-2013 Memorandum of Agreement that establishes the processes for implementation and compliance of this memorandum with law enforcement. Mrs. Byrd Second: Mr. Kellner. Motion carried unanimously.

Memorandum of
agreement for 2012-
2013

Professional Development Plan:

MOTION: To approve of the 2012-2013 Professional Development Plan for our district. This plan is our road map for professional development for the school year. As stated in the letter dated, August 15, 2012, the Executive County superintendent has given us county approval. (Addendum 4) Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously.

Professional
Development Plan

NJ ASK Assessment Report:

MOTION: To accept the Assessment Report given during the Superintendent's Report. Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously.

NJ ASK Assessment
Report

Grant Award Notification:

MOTION: To approve the acceptance of the Small Rural Achievement Program Grant award in the amount of \$15,701.00 (Addendum 5) Mr. Adelman Second: Mrs. Byrd. Motion carried unanimously on a roll call vote with all members present voting in favor of the motion.

Approve Small Rural
Achievement Grant
award

Board Approval for Meetings to be Attended and for Staff Professional Development:

MOTION: To approve meetings to be attended and for Staff Professional Development. Mr. Adelman Second: Mrs. Byrd. Motion carried unanimously on a roll call vote with all members present voting in favor of the motion.

Approve Professional
Development
workshops & meetings

Retirement Letter:

MOTION: To accept with regret the retirement letter of Maureen Corbett, School Nurse and Health Instructor for over 24 years of service in Estell Manor, effective January 1, 2013. (Addendum 7) Mr. Adelman Second: Mrs. Byrd. Motion carried unanimously.

Corbett Retirement Letter

Homebound Student:

MOTION: To approve student #6833624122 to be placed on homebound instruction for 10 hours per week. Also to approve Mr. Brendan Smith, Special Education teacher be the instructor for 10 hours per week at a rate of \$34.00 per hour. Mrs. Byrd. Second: Mr. Kellner. Motion carried unanimously on a roll call vote with all members present voting in favor of the motion.

Approve Mr. Smith as homebound instructor

Job Descriptions:

MOTION To approve our new Job Description for each position utilized in the Estell Manor School. Many of those were reviewed by the Personnel Committee. All of these job descriptions are based on NJSBA criteria. Howard Adelman Second: Mr. Kellner. Motion carried unanimously.

Job Descriptions

Substitute Certificate Application Approval:

MOTION: To approve of Donna Lea to apply for substitute teacher's certificate. Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously.

Approve Ms. Lea for substitute Teacher's Certificate Application

Change of Hours:

MOTION: To approve the change of hours for Maria Malkin from 60% to 70%, \$31,361 to \$36,588, Step 1, Masters charged to account 11-130-100-101. Mr. Kellner Second: Mr. Adelman. Motion carried unanimously with all members present voting in favor of the motion.

Approve additional hours for Ms. Malkin, P/T LA teacher

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 August 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 August 2012. Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously on a roll call vote. (See Addenda #8 through #10)

Board Secretary's Financial Certification

Budget Transfers:

Recommend approval of August 2012 transfers.

Budget Transfers for August 2012

	Acct Number	Description	Amount		Acct Number	Description	Amount
From:	11-110-100-101	Grd K Tchr Sal	\$16,395.00	From:	11-213-100-101	LRC Tchr Sal	\$10,813.00
To:	11-130-100-101	Grd 6-8 Tchr Sal	\$16,395.00	To:	11-000-260-270	Staff Health Bene	\$10,813.00
From:	11-213-100-101	LRC Tchr Sal	\$4,355.00				
To:	11-230-100-270	BSI Tchr Sal	\$355.00				

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

Regular Meeting Minutes:

MOTION: to approve the Regular Meeting Minutes of August 22, 2012 as submitted. Mrs. Byrd Second: Mr. Adelman. Motion carried unanimously.

Approve Minutes of August 22, 2012 Regular Meeting

Closed Session Minutes:

No Closed Session for August 22, 2012.

Facilities Report:

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

Facilities Report

Board requested the damaged sign be taken down immediately.

Cafeteria Financial Statement Report:

None.

Cafeteria Financial Statement

Approval of Expenditures:

MOTION: To approve expenditures for the month of September 2012 as listed: (See Addendum #13)

Approve Expenditures for September 2012

Fund 10 - \$ 3,142.50

Fund 11 - \$204,882.54

Fund 12 - \$ 787.50

Fund 20 - \$ 9,133.29

TOTAL \$217,945.83

Robert Kellner Second: Mr. Adelman. Motion carried unanimously on a 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 August 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 August 2012.

Board Secretary's Certification

Reminder: NJSBA Workshop 2012

October 23 - 25 - Atlantic City Convention Center - All Board members have been registered.

NJSBA Workshop Reminder

- Once your badges are received, I will mail them to you.
- Mandated training Gov II for Teresa on Thursday Oct 25 at 10:30 a.m. - 12:30 p.m. room 301 at the Convention Center. Registration begins at 10:00 a.m.
- Mandated training Gov IV for Leah and Marty on Thursday Oct 25 at 9:30 a.m. - 11:30 a.m. room 322 at the Convention Center. Registration begins at 9:00 a.m.

Please use the following link to check out the programs that will be offered at the Convention: <http://workshop2012.sched.org/>

Old Business:

Driveway – once the updated sketch is approved by the county engineers, the Board will put the project on hold due to financial concerns.

Old Business

New Business:

None.

New Business

MOTION: To approve Mr. Adelman attending the School Law Forum on October 25, 2012 at a cost of \$75.00 at School Boards. Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously on a roll call vote. Mr. Adelman abstained.

Approve School Law Forum Attendance

Buena:

Check what time the ACIT Bus arrives and when does Buena Bus leave Buena.

Buena Report

Dr. Greenfield discussed the Buena test scores for the HSPA 100% Proficient/Advanced Proficient in LA, 83% Proficient/Advanced Proficient in Math.

Public Relations:

None.

Public Relations

Legislative:

Register for County Meeting 10/4/12 Mrs. McDonnell & Mrs. Byrd.

Legislative Report

Policy Committee: Policies for Third and Final Reading:

MOTION: To approve the third and final reading of the following policies:

Approve 3rd reading of Policies

- 1330 – Use of School Facilities
- 4121 – Substitute Teachers
- 4111 – Recruitment, Selection & Hiring – Professional Staff
- 4211 – Recruitment, Selection & Hiring – Support Staff
- 6142.10 – Technology
- 9270 – Conflict of Interest

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

Planning Committee

Planning Committee:

Strategic Planning Chairpersons to meet with Ms. Zoerb on October 10, 2012 to develop a final action plan.

Finance Committee:

None.

Finance Committee

Personnel Committee:

None.

Personnel Committee

Facilities:

Check with JIF regarding Playground Installer certified or not certified?

Facilities Committee

Adjourn:

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

Adjourn

Time: 9:22 PM

Respectfully Submitted,



I. Elizabeth Edwards
Business Administrator/Board Secretary