

The Estell Manor Board of Education held its regular meeting on Wednesday, June 27, 2012 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

Flag Salute

The Flag Salute was led by the President, Leah McDonnell.

Roll Call

Present – Leah McDonnell, Robert Kellner, Howard Adelman and Teresa Byrd. Bruce Greenfield, Ed.D, Interim Superintendent, Brett Gorman, Solicitor and I Elizabeth Edwards, Business Administrator/Board Secretary were also present. Martin Klosek was absent

Presentations:  
None.

Presentations

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

Public Discussion

Public Discussion:  
None.

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

Correspondence

Correspondence

Mrs. McDonnell shared a Thank You card from Mrs. Campbell.

MOTION: To file correspondence in appropriate manner. Second: Motion carried unanimously.

Superintendent's report:

Superintendent's Report

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

Student Count Projections for May

Grade K	19 (1 Choice)	Grade 5	21	
Grade 1	17 (1 Choice)	Grade 6	21	Elementary
Grade 2	23	Grade 7	30	Total = 197
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 = 276)				

Student Count For May 2012

Staff Attendance: May Certified Staff: Total Absences – 13  
 Percentage of Occasional Absence: 7%  
Non-Certified Staff: Total Absences – 6  
 Percentage of Occasional Absence: 9%

Staff Attendance For May 2012

Drills:

Fire Drill – May 17th – Evacuation time 70 seconds  
 Emergency Drill –May 23rd - Lockdown drill –duration 2 minutes. All students, staff, etc. participated. Everyone was placed away from windows and doors. School was checked and then the all clear was given.

Drills

Curriculum and Instruction:

Curriculum & Instruction

As of 6/15/12, we are still waiting on the ASK 3-8 results. We did receive the results of the Grades 1 and 2 S-Test. I'm very proud to state that 100% of Grade 2 students achieved proficient or advanced proficient in Language Arts and Math. 100% of the Grade 1 students scored proficient or advanced proficient in Language Arts and 94% in Math. Congratulations to Joy Krohn, Ellen Fatcher and staff for helping their students achieve these positive results.

At the August BOE meeting, two new curriculums will be recommended for approval: Math-Grades 3-5; New Social Studies – Grades K-8; New Language Arts-K-8 has been utilized during 2011-2012.

The remaining curriculums: Health and Physical Ed, Visual and Performing Arts, World Languages and Math 6-8 will be recommended once they are completed. In those areas, we will review the new state developed model curriculums for possible adoption and integration.

The Professional Development Plan for 2012-2013 was developed by the Professional Development Committee and submitted to the county for approval.

The school wide Spelling Bee finals were held on May 30 with Jill Kuppel acting as moderator. The school wide Manor Bowl was held on June 4 and 5 with Lisa Campanella serving as moderator.

The Grade 8 students who made Honor Corp (all A's and/or A's and B's in 7<sup>th</sup> & 8<sup>th</sup> grade) were taken to Cousin Mario's for a luncheon on May 31. Leah McDonnell represented the BOE.

Strategic Planning:

All five of the strategic Planning Committees met at least once to develop their goals and objectives, and their strategic and action plans per committee. Most of the groups are planning summer meetings in order to keep the present time frame for completion.

Strategic Planning

Professional Improvement Plans:

Mrs. Saltzburg and I, in collaboration with our teaching staff, completed the Professional Improvement Plans for 2011-2012. Each teacher identified strength areas, areas needing improvement, plans to improve these areas and student data sources. As part of the continuous instructional improvement process, each teacher will be asked in September to elaborate on their goals and objectives for 2012-2013.

Professional Improvement Plans

New Incidents of Harassment, intimidation and Bullying Update (HIB):

Incident #14 – Investigative report concluded on May 16, 2012 with no evidence of Bullying  
Incident #15 – Investigative report concluded on May 5, 2012 with evidence of bullying.

New HIB incidents

Grade 8 Graduation and Dance:

The 8<sup>th</sup> grade Graduation was very successful with remarks from Leah McDonnell, Mayor Venezia and from Dr. Warner Siegle, our Guest Speaker. Awards were given by the H.S.A., Mrs. McDonnell representing the Board of Education, the Historical Society, the Wagners and Novasacks.

Grade 8 Graduation and Dance

Awards Ceremony:  
Took place June 7<sup>th</sup>

Awards Ceremony

School Report Card:

Received and available on Department of Education Website.

School Report Card

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

**SUPERINTENDENT'S RECOMMENDATIONS**

Superintendent's  
Recommendations

Special Ed. Teacher:

MOTION: To approve hiring of Brendan Smith as the special education teacher replacing Charles Brandt effective September 1, 2012 at a salary of \$52,268.00 (MA) account #11-213-100-01. Mrs. Byrd Second: Mr. Kellner. Motion carried. Mr. Adelman abstained.

Hire Special Ed.  
Teacher for 2012-  
2013 school year

Substitute Teacher:

MOTION: To approve Charles Brandt and Dione Ammann as substitute teachers for the 2012-2013 school year. Both are certificated and have fingerprint clearance. Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously.

Approve substitute  
teachers for 2012-  
2013 school year

Substitute Custodian:

MOTION: To approve Joseph Landy, Jr. as a substitute custodian. Mr. Landy has fingerprint clearance. Mrs. Byrd Second: Mr. Kellner. Motion carried unanimously.

Approve substitute  
custodian for 2012-  
2013 school year.

Employment contract:

MOTION: To approve employment contract for Betty Edwards, Business Administrator, for the period of July 1, 2012 to June 30, 2013 with annual salary of \$83,803 as approved by the Atlantic County Executive Superintendent of Schools. (Addendum #5) Mrs. Byrd Second: Mr. Kellner. Motion carried unanimously on a roll call vote.

Approve  
Employment  
Contract for BA for  
2012-2013 school  
year

Substitute Rates:

MOTION: To approve increasing the substitute rate of pay for certified teachers from \$75.00 to \$85.00 and for those with substitute certification from \$65.00 to \$75.00. Mrs. Byrd Second: Mr. Kellner. Motion carried unanimously on a roll call vote.

Approve substitute  
teacher pay  
increase for 2012-  
2013 school year

Additional Duties Stipend:

MOTION: To approve a \$3,000.00 stipend to be paid to Allison Nichols for the 2012-2013 School Year. Those duties include Child Study Team Secretary, Backup for Powerschool, Librarian and Instructional Aide. Total Salary for 2012-2013 will be \$15,473.00. Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously on a roll call vote.

Approve stipend for  
Ms. Nichols for  
2012-2013 school  
year

Textbook Purchase:

MOTION: To approve the purchase of the Holt-McDougal Literature Series for Grades 6 and 7 which will now allow for a Grades 6-8 aligned Literature Series. The total cost of purchase is \$5,259.80. Total value of proposal is \$16,093.60 with a \$10,833.80 complimentary value. Mr. Kellner Second: Mr. Adelman. Motion carried unanimously on a roll call vote.

Approve Literature  
Series for grades 6  
& 7 for the 2012-  
2013 school year

Use of Facility:

MOTION: To approve Wayne Netherby, music teacher, to use the music room one day per week to continue piano lessons for students of Estell Manor School. Mr. Kellner Second: Mr. Adelman. Motion carried unanimously.

Approve summer  
music room use for  
piano lessons

**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, 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 May 2012. Mr. Kellner Second: Mr. Adelman. Motion carried unanimously on a roll call vote. (See Addenda #6 through #8)

Financial  
Certification as of  
May 31, 2012

Budget Transfers:

MOTION: To approve May 2012 transfers. Transfers necessary to cover "retro" payments to professional staff.

Approve Budget  
Transfers for May  
2012

	Acct Number	Description	Amount		Acct Number	Description	Amount
From:	11-110-100-101	K tchrs	\$5,493.60	From:	10-000-100-56x	Charter Sch Tui	\$2,457.40
	11-130-100-101	Tchrs 6-8	\$5,358.77	To:	11-120s-100-101	Sub Tchrs	\$2,457.40
	11-130-100-270	Tchrs 6-8 Bene	\$1,550.00				
	11-213-100-101	Spec Ed Tchr	\$5,528.17	From:	11-130-100-101	Tchrs 6-8	\$2,086.00
	11-213-100-106	Spec Ed Aide	\$6,000.00	To:	11-120a-100-101	Sub Tchrs	\$2,086.00
	11-213-100-270	Spec Ed Bene	\$1,550.00				
	11-230-100-101	BSI Tchr	\$4,234.00	From:	11-130-100-270	Tchr 6-8 Bene	\$536.00
	11-000-213-100	Nurse Sal	\$1,500.00	To:	11-150-100-101	Homebound Tchr	\$536.00
	11-000-216-100	Speech Sal	\$2,000.00				
	11-000-219-104	CST Sal	\$2,700.00				
	11-000-100-566	Tuition	\$8,100.00				
To:	11-120-100-101	Tchrs 1-5	\$44,014.54				

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

Regular Meeting Minutes:

MOTION: To Approve Regular Meeting Minutes of May 23, 2012 as submitted. Mrs. Byrd. Second: Mr. Kellner. Motion carried unanimously.

Approve Regular  
Meeting Minutes of  
May 23, 2012

Closed Session Minutes:

MOTION: To approve Closed Session Minutes for May 23, 2012. Mr. Adelman Second: Mrs. Byrd. Motion carried unanimously.

Approve Closed  
Session Minutes for  
May 23, 2012

Increase Lunch Prices for 2012-2013: (Tabled at the 5/23/12 meeting)

MOTION: To approve lunch price increase from \$2.40 to \$2.75 and breakfast increase from \$1.00 to \$1.50 for the 2012-2013 school year. (Reduced breakfast is \$.30; reduced lunch is \$.40.) Teacher lunch price increase from \$3.25 to \$3.50. Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously. On a roll call vote.

Approve lunch price  
increase for the  
2012-2013 school  
year

2012-2013 Sending/Receiving Tuition Contract with Buena Regional High School Regular Students:

MOTION: To approve the 2012-2013 Sending/Receiving Tuition Contract with Buena Regional High School for 76.5 regular students at the adjusted total cost of \$860,104.00 (Per pupil cost of \$12,6792. = \$969,943.50 **minus** ½ of tuition adjustment for 2010-2011 in the amount of \$109,839.50) Acct # 11-000-100-561. (See Addendum #11) Mr. Kellner

Approve Tuition  
Contract for regular  
students with Buena  
Regional High School  
for the 2012-2013  
school year

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

2012-2013 Sending/Receiving Tuition Contract with Buena Regional High School Resource Room Students:

MOTION: To approve the 2012-2013 Sending/Receiving Tuition Contract with Buena Regional High School for 4 resource room students and 1 self contained student at the adjusted total cost of \$83,833.50 (Resource room pupil cost of \$18,654 and Self-contained per pupil cost of \$39,988. = \$114,604 - **minus** ½ of tuition adjustment for 2010-2011 in the amount of \$30,770.50) Acct # 11-000-100-562 (See Addendum #12) Mr. Adelman Second: Mrs. Byrd. Motion carried unanimously on a roll call vote.

Approve Tuition contract for resource room student with Buena Region High School for the 2012-2013 school year

Approval of 2012-2013 Itinerant Services Contract with Cape May County Special Services School District:

MOTION: To approve the 2012-2013 School Year Itinerant Services Contract for Professional Services for students with disabilities with Cape May Special Services School District on an as needed basis. Acct # 11-000-219-320 (To date cost for services for 2011-2012 = \$4483) (See Addendum #13) Mr. Adelman Second: Mrs. Byrd. Motion carried unanimously on a roll call vote.

Approve itinerant Services Contract with CMCSSD for the 2012-2013 school year

June 30, 2012 Transfers As Required

MOTION: To approve the superintendent/board secretary to transfer funds as required for completion of the 2011-2012 school district budget to avoid deficit budgeting. Mr. Kellner Second: Mr. Adelman. Motion carried unanimously on a roll call vote.

Approve June 30, 2012 transfers as required for completion of the 2011-2012 school year

Approval of ACCASBOJIF Premium Payment:

MOTION: To approve payment for first installment for ACCASBOJIF for 2012-2013 school district insurance in the amount of \$16,475. (2012-2013 full premium = \$22,587) Mrs. Byrd. Second: Mr. Adelman. Motion carried unanimously on a roll call vote.

Approve 1<sup>st</sup> ACCASBOJIF payment for 2012-2013 school year

Disposal/Sale of Obsolete Technology Items and Stored Miscellaneous Equipment

MOTION: To approve the Business Administrator be authorized to conduct a sale or disposal of surplus technological items, and stored miscellaneous equipment in accordance with Board policy. Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously on a roll call vote.

Approve sale or disposal of surplus technology and misc. equipment in storage

Facilities Report:

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

Facilities Report

Cafeteria Financial Statement Report:

MOTION: To approve/accept the Nutri-Serve Cafeteria Financial Statement report for May 31, 2012. The deficit for April is \$942.92. (The year to date deficit is \$10,654.32) And approve transfer of funds to the cafeteria to eliminate the deficit – that will appear on that report. Mrs. Byrd Second: Mr. Kellner. Motion carried unanimously on a roll call vote.

Cafeteria Financial Statement for May 31, 2012

Approval of Expenditure:

MOTION: To approve expenditures for the month of June 2012 as listed: (See Addendum #16)

Approve Expenditures for June 2012

Fund 10 - \$  
Fund 11 - \$113,666.97  
Fund 12 - \$

Fund 20 - \$ 1,306.84  
**Total** \$114,973.81

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

Deposit Funds to Capital Reserve

MOTION: To approve Resolution to deposit \$40,000 into the Capital Reserve Account at the close of the 2011-2012 budget. Mrs. Byrd Second: Mr. Kellner. Motion carried unanimously on a roll call vote. Discussion was held regarding use of funds to cover costs of development of a driveway for students' drop-off & pick-up by parent. This will eliminate safety concerns regarding school bus traffic & automobiles.

Approve Resolution to deposit funds into Capital Reserve Account

**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, 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 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 2012.

Board Secretary's certification

Summer Facility Projects:

- The Tree Man – cutting of trees, stump grinding and clean up – finished 6/18/12
- Safety inspection – done (waiting for report)
- Swings to be moved – new swing seats
- Repair of sandbox
- Replace carpet final 9 rooms with vinyl tile to match other classrooms
- IAQ testing in gymnasium (prior to cleaning of ductwork)
- Ductwork cleaning in gymnasium
- Geothermal maintenance
- Seeking pricing on message board
- Seeking pricing for engineer services for new car loop
- Seeking pricing on webmaster service to redesign and update website on a regular basis

Summer Facility Projects

MOTION: To approve entering into contract with Adams, Rehmann and Heggan for engineer services to provide design specifications and all related services for new driveway. (See addendum) Mr. Kellner Second: Mr. Adelman Motion carried on a roll call vote.

Approve engineer services for new driveway

Old Business:

None.

Old Business

New Business:

None.

New Business

Buena:

Mr. Kellner – sworn in at the last Buena Board of Education meeting. No increase in transportation costs for the 2012-2013 school year.

Buena Report

Public Relations:

None.

Public Relations

Legislative:

Mrs. Byrd attended ACSBA Meeting HIB, EE4NJ, Superintendent Caps and Green School at EHT. Proposed new tenure law on Gov's desk.

Legislative

Policy Committee:

Must schedule meeting – there are 2 policies in need of update.

Policy Committee

Planning Committee:

Strategic Planning.

Planning Committee

Finance Committee:

None.

Finance Committee

Personnel Committee:

None.

Personnel Committee

Negotiations:

EMEA Contracts sent to Frank Cavallo for approval before.

Negotiations

Adjourn:

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

Adjourn

Time: 8:37 PM

Respectfully Submitted,

I. Elizabeth Edwards  
Business Administrator/Board Secretary