

The Estell Manor Board of Education held its regular meeting on Wednesday, May 23, 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, Martin Klosek, Robert Kellner, Howard Adelman and Teresa Byrd. Bruce Greenfield, Ed.D, Interim Superintendent, Bret Gorman, Solicitor and I Elizabeth Edwards, Business Administrator/Board Secretary were also present.

Presentations

Presentations:

None.

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

Open meeting to public

Mrs. Sharpe shared:

Eighth Grade volleyball June 4, 2012 @ 9:30 AM.

Eight Grade baseball game June 5, 10:00 AM. All are welcome to participate.

Eighth Grade Events

Public Discussion:

None.

Public Discussion

MOTION: to close meeting to public. Mrs. Bryd Second: Mr. Klosek. Motion carried unanimously.

Close meeting to public.

Correspondence

None.

Correspondence

Superintendent's report:

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

Superintendent's Report

<u>Student Attendance – April</u>	Total Enrollment	192
Possible Days for students 18	Percentage of Attendance	95
Total Absences: 173	Average Daily Attendance	182

Student Count Projections for April

Grade K 19 (1 Choice)	Grade 5 21	
Grade 1 17 (1 Choice)	Grade 6 21	Elementary
Grade 2 23	Grade 7 29	Total = 196
Grade 3 16 (3 Choice)	Grade 8 25	
Grade 4 21 (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)		

Staff Attendance: April Certified Staff: Total Absences – 9

Percentage of Occasional Absence: 4%

Non-Certified Staff: Total Absences – 9.5

Percentage of Occasional Absence: 7%

Drills:

Fire Drill – Tuesday, April 14 – Evacuation time 1:05  
 Emergency Drill –April 19 - Lockdown drill –duration 1:04. 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:

Starting on April 23 and continuing through May 11, students and staff were thoroughly involved in the NJASK administration and the grades 1 and 2 Standardized Test Assessments. The administration of these assessments occurred as follows:

Grades 7-8 April 23-27  
 Grades 5-6 April 30-May 4  
 Grades 1-4 May 7- 11

Curriculum &amp; Instruction

I would like to personally thank Mrs. Abraham for her due diligence as Test Coordinator. With her attention to detail and organization, the administration of the test was well coordinated and, overall, extremely efficient. In addition, I would like to thank all staff who performed multiple tasks of administration, monitoring and coverage. Hopefully, the results will be indicative of the total instructional effort of students, staff and parents during the course of this year. The data that we will receive and ultimately assess will be utilized to drive our instructional programs, methodologies, staffing and classroom activities during the 2012-2013 school year.

Under the leadership of the School Safety Team, a number of end of the year activities have been planned. These include: the More Peace, More Fun Day on May 30, the Upper Grade Spelling Bee on May 30 in the morning and Project ACES in the afternoon of May 30. Planning for next year is already underway including a Ronald McDonald Program during the "Week of Respect" in October.

On May 2, Guidance Counselors visited the school to work with our 8<sup>th</sup> graders who will be attending Buena Regional next year. Their primary focus was to discuss course selection and scheduling.

Strategic Planning

On Thursday, May 3, Charlene Zoerb from NJSBA conducted a training session for our five committee chairs of Student Achievement, Community Partnership, School Climate, Finance and Facility/Campus. Since the committee work is just beginning to develop goals, strategic and action plans within each committee, the timeframe for completion of the Strategic Planning process is late October, 2012.

Strategic Planning

National Teacher Day

On Tuesday, May 8, the entire staff and administration celebrated National Teachers Day. Betty, Wendy and I gave each staff member a small gift as our token of appreciation for their dedication and hard work. On Friday, May 11, the H.S.A. provided lunch for the entire staff.

National Teacher Day

Professional Improvement Plans

Over the next few weeks, the teachers will be developing their Professional Improvement Plans. The PIP's are developed to bring about a year to year process of identifying strengths, areas needing improvement, a plan to improve areas identified as needing improvement and data sources. In addition, Wendy and I also did a collaborative verification with each staff member documenting their professional development hours for the year.

Professional Improvement Plans

Scholastic Book Fair

Monday and Tuesday, May 21 and 22.

Book Fair

Spring Concert

Monday, May 21. Salute to Veterans.

Spring Concert

Visitations to the Historical Society Museum

On Monday and Tuesday, May 21 and 22, each class visited the Historical Society Museum.

Visitations to the Historical Society Museum

Gym Show and Carnival

Thursday, May 17

Gym Show and Carnival

New incidents of Harassment, Intimidation and Bullying Update (HIB)

- Incident #11 – Investigative report concluded on March 16, 2012 with no evidence of Bullying
- Incident #12 – Investigative report concluded on March 16, 2012 with no official bullying being stated at this time but will need to be closely monitored for further consideration.
- Incident #13 – Investigative report concluded on May 7, 2012 with evidence of harassment/bullying.

New incidents of HIB

John Hopkins University

The Estell Manor School received a Certification of Recognition from the Johns Hopkins University Center for Talented Youth as part of their International Mathematics and Verbal Talent Search.

John Hopkins Univ.

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

Mrs. Saltzburg explained the John Hopkins award for gifted/talented now offered in grades 2-6. Online opportunities visiting John Hopkins. All communication/contacts on behalf of student done by parent/guardian.

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

National Junior Honor Society Induction Ceremony May 14, 2012

This was a wonderful ceremony under the leadership of Rachel Mattera. Our grade 8 current members were honored once again and led the candle lighting while our new 7<sup>th</sup> grade members were inducted. Speakers included Dr. Janice Betts and Senior Master Sergeant George Clark.

National Junior Honor Society Induction Ceremony

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

Approve Supt. Report

**SUPERINTENDENT'S RECOMMENDATIONS**

Superintendent's Recommendation

Classroom Aide

MOTION: To approve the hiring of Mari Sue Kendall as classroom aide effective April 16, 2012., 27.5 hrs. wk at \$9.44/hr. Acct # 11-213-100-106 (Ms. Kendall has been a substitute for a few years-all paperwork received). Mr. Klosek Second: Mr. Adelman. Motion carried unanimously on a roll call vote.

Hire Classroom Aide Mrs. Kendall

Support Staff for Rehire of Aides

MOTION: To approve the rehire of our proposed 2012-2013 Support Staff (classroom aides). Addendum #5 Mr. Kellner Second: Mr. Klosek. Motion carried unanimously on a roll call vote.

Rehire Support Staff for 2012-2013

Support Staff for Rehire Custodial Staff & CST Supv./Asst. Principal)

MOTION: To approve rehire of the Support Staff including Custodial Staff and Wendy Saltzburg (CST Supv./Asst. Principal) for the 2012-2014 school year. Addendum #6. Mr. Kellner Second: Mr. Klosek. Motion carried unanimously on a roll call vote.

Rehire Custodial & CST Supv/Asst Principal for 2012-2013

Substitute Teacher

MOTION: To approve of Nick Nazzario as a substitute teacher. He has a substitute certificate and is a certified teacher. Currently substituting at Buena Regional and has fingerprint clearance. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously.

To approve Nazzario as substitute teacher

Summer Programs

MOTION: To approve the utilization of the building for the workshops taught by Debbie Anderson:

June 25-29 or July 9-13 - Scrapbook Workshop

July 16-20 - Card Making Workshop

Both workshops will run from 9:00-11:30 AM. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously.

Approve Summer Workshops by Debbie Anderson

Administrative Secretary

MOTION: To approve the hiring of Lynn Regalbuto as Administrative Secretary to begin July 1, 2012 at a salary of \$35,000 paid from Accounts 11-000-240-104 and 11-000-211-101. Mr. Kellner Second: Mr. Klosek. Carried unanimously on a roll call vote.

To approve hiring Lynn Regalbuto as Administrative Sec. for 2012-2013

Summer Art Camp

MOTION: To approve the utilization of the building for an Art Camp taught by Rachel Mattera on the following dates:

July 9 -13 9:00 AM-12:00 PM

July 16-20 9:00 AM-12:00 PM

Mr. Kellner Second: Mr. Klosek. Motion carried unanimously.

Approve Summer Art Camp by Rachel Mattera

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

Financial Certification as of April 30, 2012

Budget Transfers:

MOTION: To approve of April 2012 transfers.

Approve Budget Transfers for April 2012

	Acct Number	Description	Amount
From:	11-000-260-220	FICA	\$3,000.00
To:	11-000-291-250	NJSUI	\$3,000.00

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

Regular Meeting Minutes:

MOTION: To Approve Regular Meeting and Public Hearing Minutes of April 25, 2012 as submitted. Mr. Kellner Second: Mr. Adelman. Motion carried unanimously with Mrs. McDonnell's request to correct names on one motion made @ last meeting. Mrs. Byrd abstained.

Approve Regular Meeting Minutes of April 25, 2012

Closed Session Minutes:

MOTION: to approve of Closed Session Minutes for April 25, 2012 as submitted. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously.

Approve Closed Session Minutes for April 25, 2012

2012-2013 School Year Transportation Addendum to contract with Sheppard Bus Service.

MOTION: To approve addendum to the 2012-2013 school year transportation contract with Sheppard Bus Service for an aide to be added to the route at the total cost of \$16,200 – cost to be shared equally by Estell Manor and Weymouth Township Schools. (Atlantic county Special Services students for Estell Manor and Weymouth Township School Districts for ten (10) students: (five (5) from each district. Account 11-000-270-515 (see addendum #12) Mr. Kellner Second: Mr. Klosek. Motion carried unanimously on a roll call vote.

Approve 2012-2013 School Year Transportation contract with Sheppard Bus Service.

Increase Lunch Prices for the 2012-2013 School Year:

Tabled until June 21, 2012 Meeting. Seeking cost of Adult lunches.

Increase Lunch Prices for 2012-2013

2012-2013 Shared Services Transportation Contract with CMCSSTD

MOTION: To approve of Shared Services Transportation Contract with Cape May County Special Services School District for the 2012-2013 school year which includes field trip bus rates on an as needed basis. (see addendum #13) Mr. Klosek. Second: Mr. Adelman. Motion carried unanimously on a roll call vote.

Approve 2012-2013 Transportation Contract with CMCSSTD.

Appointment of 2012-2013 School District Risk Management Consultant

MOTION: To appoint Dennis Brown of Glenn Insurance Agency as school district RMC for the 2012-2013 school year at a flat fee of \$825 (\$75 less than 10-11 same as 11-12) (See Addendum #14) Acct # 11-000-262-520 (The RMC assists district in: updating of all exposure data and insurable interests, select various optional coverages, research any data needed, complete renewal documents, review certificates of Insurance and Hold Harmless & Indemnity documents and perform any other services required by the Fund's Bylaws) Mrs. Byrd. Second: Mr. Kellner. Motion carried unanimously on a roll call vote.

Approve 2012-2013 Risk Management Consultant

2012-2013 SRI & ETTC Membership Fee

MOTION: To approve SRI & ETTC membership fee for 2012-2013 in the amount of \$646.76 (3.25 per student for 199 students) The membership fee includes 40 hours of professional development for the district. (Same per student cost as 2011-2012) See Addendum #15 Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously on a roll call vote.

2012-2013 SRI & ETTC Membership

MOTION: To accept and approve Facility Report as submitted. Additional form and put all quotes in report. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously.

Accept & Approve Facility Report

Facilities Report:

Board requested:

- 3 quotes for tree removal be obtained with a sketch of tree area and trees to be removed.
- 3 quotes for duct work cleaning – identify # of holes and the ducts that they may not be able to reach and clarification of cleaning area.

Another dust analysis? Yes. Vermiculite – Insulation? MSDS sheet of actual floor installed.  
A discussion regarding student pick up loop idea was held.

**Cafeteria Financial Statement Report:**

MOTION: To approve/accept the Nutri-Serve Financial Statement report for April 30, 2012. The deficit for April is \$404.96. (The year to date deficit is \$9,106.49) Mr. Klosek Second: Mr. Kellner. Discussion was held regarding increased uncontrollable cost for new regulations. Motion carried unanimously.

Approve Financial Report for April 30, 2012

**Approval of Expenditures:**

MOTION: To approve expenditures for the month of May 2012 as listed: (see addendum #18)

Approve Expenditures for the month of May 2012

Fund 10	\$ 1,981.80
Fund 11	\$172,653.58
Fund 40	\$ 5,400.00
Fund 20	<u>\$ 2,611.81</u>
Total	\$182,647.19

Mr. Klosek Second: Mr. Kellner. 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 April 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 April 2012.

Board Secretary's Certification for April 30, 2012

MOTION: To accept Board Secretary's Monthly Report. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously.

**Old Business:**

None.

Old Business

**New Business:**

Mrs. McDonnell – When does BOE begin building Goals?  
Dr. Greenfield – When test scores are received.

New Business

**Buena:**

No Report.

Walt Whittaker and Dr. Greenfield will discuss sending/receiving contract during the Summer.

Buena

Public Relations

**Public Relations:**

Quarterly – June 6<sup>th</sup>

Legislative

**Legislative:**

None.

Policy Committee:

MOTION: To approve the 3<sup>rd</sup> reading of policy 5131.6 substance abuse policy. Mrs. Byrd Second: Mr. Adelman. Motion carried unanimously.

Strategic Planning  
Committee Update

Planning Committee:

Strategic Planning update. Committees have held first meetings. Expect finalizing of plan Sept-Oct 2012 .

Strategic Planning  
Committee Update

Finance Committee:

None.

Finance Committee

Personnel Committee:

Meeting May 7 – Regarding Non teaching Staff – gave out summary of analysis of job descriptions & evaluative instrument attached. A need to address a shortcoming in a non-teaching staff member evaluation/job description. Timeline – this Summer.

Personnel  
Committee

Negotiations:

None.

Negotiations

Facilities Committee:

Discussed during report approval.

Facilities Committee

Executive Session:

**BE IT RESOLVED** at a Public Meeting of the Board of Education held on May 23, 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. Superintendent's Evaluation 2. Personnel It is presently anticipated that the items mentioned in this Resolution can be disclosed to the public when final action has been taken.

Executive Session

MOTION: To adopt the above Resolution. Mr. Klosek Second: Mrs. Byrd Motion carried unanimously. (9:22 PM)

Closed Session

## CLOSED SESSION

MOTION: To resume Open Public Meeting. Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously. (9:40 PM)

Resume Open  
Public Meeting

MOTION: To approve the Interim Superintendent's Employment Contract for 2012-2013 not to exceed \$117,120. Mrs. Byrd Second: Mr. Klosek. Motion carried unanimously on a roll call vote.

Approve Interim  
Superintendent's  
Contract for 2012-  
2013

MOTION: To approve sending School Business Administrator's contract to County Superintendent for approval. Mrs. Byrd Second: Mr. Klosek. Motion carried unanimously on a roll call vote.

Approve sending  
SBA's Contract to  
County Office for  
approval.

Adjourn:

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

Adjourn

Time: 9:42 PM

Respectfully Submitted,

I. Elizabeth Edwards  
Business Administrator/Board Secretary