

The Estell Manor Board of Education held its regular meeting on Wednesday, April 25, 2012 at the Estell Manor Elementary School. The meeting was called to order at 7:30 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 and Howard Adelman. Bruce Greenfield, Ed.D, Interim Superintendent, Frank Cavallo, Solicitor and I Elizabeth Edwards, Business Administrator/Board Secretary were also present. Teresa Byrd was absent.

Roll Call

Presentations:  
None.

Presentations

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

Public Discussion:  
None.

Public Discussion

MOTION: Close the meeting to public. Mr. Adelman Second: Mr. Klosek.

Correspondence  
None.

Correspondence

Superintendent's report:  
Dr. Greenfield reported on the following:

Superintendent's Report

<u>Student Attendance – March</u>		Total Enrollment	192
Possible Days for students	22	Percentage of Attendance	96
Total Absences:	160	Average Daily Attendance	185

Student Attendance for March 2012

<u>Student Count Projections for March</u>			
Grade K	19 (1 Choice)	Grade 5	21
Grade 1	17 (1 Choice)	Grade 6	21 Elementary
Grade 2	23	Grade 7	29 Total = 195
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 = 276)			

Student Count Projections for March 2012

<u>Staff Attendance: March</u>	<u>Certified Staff:</u> Total Absences –	25
	Percentage of Occasional Absence:	8%
	<u>Non-Certified Staff:</u> Total Absences –	13
	Percentage of Occasional Absence:	8%

Staff attendance for March 2012

Drills:

Fire Drill – Wednesday, March 14 – Evacuation time 1:10  
 Emergency Drill – Tuesday, March 27 – Conducted an intruder/lockdown drill. Both students and staff followed the proper protocols.

Drills

Curriculum and Instruction:

All students and staff have been diligently preparing for the NJASK Assessments that began this week with Grades 7- 8. Grades 5-6 will test during the week of April 30 and Grades 1-4 will be testing during the week of May 7-11. Through the combination of advanced technological integration with instruction, utilization of the newly revised curriculums in Language Arts, K-2 Math and Science and the curriculums in the other content areas already in place, the focus on improving student writing and comprehension skills, the increased utilization of RTI, Study Island and the supplementary mathematics instructor, a significant improvement in proficiency and advanced proficiency will be our outcome.

Curriculum and Instruction

With our continuing efforts in the area of anti-bullying under the leadership of Jill Kuppel and the School Safety Team, emphasis this month has been on improved student self-esteem. Numerous class activities plus a wear our T-Shirts Day on April 27 has emphasized this theme. On the 27<sup>th</sup>, there will be a drawing for prizes.

On Tuesday, April 17, two teams of students from grades 7 and 8 participated in the “War of Wits” at Buena Regional High School. I will discuss the program and results at the Board meeting.

Under the direction and leadership of Sarah Sharpe and Maureen Corbett, a Health Awareness Day program was conducted entitled “Sustainable Me”. with students in grades 5-8.

The SMART Board response units have arrived and will be piloted in the near future, one set in the lower grades and one set in the upper grades. As stated previously, each student receives a wireless remote which allows a teacher to gain accurate and immediate insight into student learning. These systems can create assessments, manage data and evaluate results instantaneously.

Implementation of Teacher and Leader Evaluation System – Status Update – Capacity-Building Requirements.

Implementation of Teacher and Leader Evaluation System

- No later than November 2012 each district needs to form a District Advisory Committee to ensure stakeholder engagement in evaluation reform. Under the leadership of Dianna Abraham, our committee is in place.
- By January 2013, each district needs to adopt an evidence-supported teaching practice instrument and procedures for applying the instrument. Our district will more than likely adopt the Danielson model. Administrative staff, including Dianna, have been attending Danielson workshops and information sessions.
- From January 2013 through August 2013 each district is to test and refine implementation of the observation instruments and rubrics.
- By June 2013, each district is to provide professional development for the training of administration and staff on the teacher practice instruments. Professional development is already planned for staff beginning during our Oct. 5 Professional Day.

Strategic Planning

Strategic Planning Committees have been formulated with a combination of staff, parents, administration, and community members participating. The objective of these committees will be to formulate action and strategic plans within our five identified focus areas: Student Achievement, Finance, Facility and Campus, Community Partnership and School Climate and Environment. Meetings will be held at 3:30 PM beginning in early May.

Strategic Planning

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

None

New Incidents of HIB

MOTION: To approve the Superintendent's monthly report. Mr. Kellner Second: Mr. Adelman. Motion carried unanimously.

**SUPERINTENDENT'S RECOMMENDATIONS:**

Superintendent's Recommendations

HIB Incident Reports

MOTION: For approval by the Board of the following HIB Incident Reports. This report was listed and attached in the March Board of Education Superintendent's Report.

Approve HIB Incident Reports

Incident #10 – Investigative report concluded on 2/22/12 with evidence of bullying.

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

Retirement Letter from Carol Campbell

MOTION: To accept with regret the retirement letter from Mrs. Carol Campbell administrative secretary, effective July 1, 2012. Mr. Adelman Second: Mr. Klosek. Motion carried unanimously.

Accept Retirement letter from Carol Campbell effective 7/1/2012

Substitute Administrative Secretary

MOTION: To approve Carol Campbell as a substitute administrative secretary. Fingerprint clearance is on file. Mr. Klosek. Second Mr. Kellner. Motion carried unanimously on a roll call vote.

Approve substitute Administrative Secretary – Mrs. Campbell

Revised 2012-2013 School Calendar Including NJASK Test Dates

MOTION: To approve the revised school calendar that includes the NJASK test dates. The calendar itself remains the same. Mr. Kellner Second: Mr. Adelman. Motion carried unanimously.

Revised 2012-2013 School Calendar

Questions regarding Easter Monday why-Dr. Greenfield shared that Easter Monday is not legal holiday.

Reorganization of Estell Manor School District

MOTION: To approve of the following items as part of the reorganization of the Estell Manor School District:

Reorganization of Estell Manor School District

To appoint I. Elizabeth Edwards as Business Administrator/ Board Secretary of the Board of Education for the 2012-2013 school year.

Appoint BA/BS for 2012-2013

To appoint June Heath as Assistant Board Secretary of the Board of Education for the 2012-2013 school year.

Appoint Assistant Board Secretary for the 2012-2013 school year

To appoint Debra D'Amore as Treasurer of the Board of Education for the 2012-2013 school year.

Appoint Treasurer for 2012-2013

To designate Regular Board of Education Meetings be held the fourth Wednesday of each month at 7:00 p.m. unless otherwise stated for the 2012-2013 school year.

Designate Regular Board of Education Meetings for 2012-2013

May 23, 2012	December 19, 2012 (3 <sup>rd</sup> Wednesday)
June 27, 2012	January 23, 2013
July 25, 2012	February 27, 2013
August 22, 2012	March 20, 2013 (3 <sup>rd</sup> Wednesday)
September 26, 2012	April 24, 2013
October 24, 2012	May 22, 2013
November 28, 2012	June 26, 2013

To designate the Sun National Bank, or any other authorized depository in the State of New Jersey for the 2012-2013 school year.

Designate authorized depositories for 2012-2013

To designate the Atlantic County Record, Vineland Times Journal and The Press as the official newspapers of the Board of Education for the 2012-2013 school year.

Designate official newspapers for 2012-2013

To adopt all existing policies of the Board of Education now standing for 2012-2013

Adopt existing policies for 2012-2013

To approve all existing curriculum and textbooks (available for your review in the Superintendent's office) of the school district: Language Arts, Mathematics, Science, Social Studies, Health, Physical Education, Music, Art, and World Language for the 2012-2013 school year in compliance with the New Jersey Core Content Curriculum Standards as follows:

Approve existing curriculum and textbooks for 2012-2013

#### Common Core English Language Arts

State timeframe for implementation – K-12 September 2012  
This curriculum was integrated during 2011-2012 by our staff. At the Board meeting, we approved the existing LA Curriculum, but will approve the new Common Core Curriculum in August or September.

Common Core English Language Arts

#### Common Core Mathematics

Timelines for implementation:  
K-2 - September 2011 - Was approved in August 2011 and utilized this year. 3-5 - September 2012 - We approved the existing 3-5 curriculum at the Board meeting, if ready, we will approve the new Common Core Curriculum in August/September. 6-8 - September 2013 - We approved the existing curriculum.

Common core Mathematics

#### Science

Timeline for implementation – September 2011.  
We approved the new Science Curriculum at the Board meeting. This is the Science Curriculum we approved for utilization in August 2011.

Science

#### Social Studies

Timeline for implementation - September 2012.  
At the Board meeting, we approved the existing curriculum. The hope is that the new curriculum being developed will be ready for approval and implementation in August/September.

Social Studies

#### Visual and Performing Arts

Timeline for implementation – September 2012

Visual and Performing Arts

We approved the existing curriculum at the Board meeting. If the new curriculum is ready, we will approve it in August/September.

Comprehensive Health and Physical Education

Timeline for implementation – September 2012

We approved the existing curriculum at the Board meeting. If the new curriculum is ready, we will approve it in August/September.

Comprehensive Health and Physical Education

World Languages

Timeline for implementation – September 2012

We approved the existing curriculum at the Board meeting. If the new curriculum is ready, we will approve it in August/September

World Language

Technology and 21<sup>st</sup> Century Life and Careers

Integrated into new Core and State Curriculums.

Technology and 21<sup>st</sup> Century Life and Careers

To approve Atlantic Cape May County Association of School Business Officials Joint Insurance Fund (ACCASBO-JIF) as the school district liability, property, and workers' compensation insurance for the 2012-2013 school year.

Approve ACCASBO-JIF for 2012-2013

To approve the following signers on all bank business for the 2012-2013 school year:

Approve signers for all bank business for 2012-2013

- General Fund (3 required) Treasurer, Board Secretary and Board President
- Payroll Account: (2 required) Treasurer, Board President or Board Secretary
- Agency Account: (2 required) Treasurer, Board President or Board Secretary
- Student Activity: (2 required) Superintendent, School Secretary or Board Secretary
- Wire transfers: Treasurer or Board Secretary

To approve collection of mandated and permitted pupil records for 2012-2013

To approve collection of mandated and permitted pupil records as per N.J.A.C. 6:3-6.3(a)2 for the 2012-2013 school year.

To approve Affirmative Action, Title IX, Section 504 & ADA Coordinator for 2012-2013

To approve Wendy Saltzburg as Affirmative Action Officer, Title IX Coordinator, Section 504 Compliance Officer and the ADA Coordinator for the 2012-2013 school year.

Approve Public Agency Compliance Officer, Qualified Purchasing Agent & Custodian of School Records for 2012-2013

To approve I. Elizabeth Edwards as Public Agency Compliance Officer, Qualified Purchasing Agent, and Custodian of School Records for the 2012-2013 school year.

To approve James Petitt as Asbestos Management Officer, Indoor Air Quality Designee, Integrated Pest Management Coordinator, Right to Know officer, Chemical Hygiene Officer And Safety and Health Designee for the 2012-2013 school year.

Approve Asbestos Mgmt, Indoor Air Quality, Pest Mgmt, RTK, Chemical Hygiene & Safety and Health for 2012-2013

To approve travel expenses not to exceed \$2,500 for the 2012-2013 school year.

Approve travel expenses for 2012-2013

To recognize the Estell Manor Education Association as the bargaining unit for the 2012- 2013 school year.

Recognize EMEA as bargaining unit for 2012-2013

To appoint Frank Cavallo, Esq. of Parker McCay as solicitor for the school district for the 2012-2013 School year at a cost of \$7,200.

Appoint Solicitor for 2012-2013

To appoint Preziosi Nicholson Associates, PA\_ as auditors for the school district for the 2012-2013 school year at a cost of \$8,000.

Appoint auditors for 2012-2013

To approve Dr. Olabode Ogidan of Vineland Pediatrics as medical inspector for the school district for the 2012-2013 school year at a fee of \$1,200.

Appoint medical inspector for 2012-2013

To establish a petty cash fund in the amount of \$250.00 for the 2012-2013 school year.

Establish petty cash fund for 2012-2013

To approve following tax shelter annuity companies/brokers: Lincoln Investments, Travelers, New Jersey Division of Pensions SACT (Supplemental Annuity Collective Trust) and ING as Common Remitter for the 2012-2013 school year.

Approve TSA companies/brokers for 2012-2013

To approve the chart of accounts for the 2012-2013 school year (See Addendum #4)

Approve chart of accounts for 2012-2013

MOTION: To approve all the above Reorganization items. Mr. Kellner Second: Mr. Klosek. Motion carried unanimously on a roll call vote.

Approve all reorganization items for 2012-2013

#### Professional Development

MOTION: To approve of the following professional development workshops.

Abraham, Dianna	5/21/2012	Danielson Model ETTC	\$0.00
Seaman, Janice	5/15/201	Math Core ETTC	\$0.00

Professional Development

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

#### Appointment to Buena Regional High School Board

MOTION: To appoint Rob Kellner as representative for the Estell Manor School District to Buena Regional High School Board of Education. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously.

Appointment Estell Manor School representative to Buena Regional HS

#### Professional Staff 2012-2013

MOTION: To approve of both the tenured and non-tenured certified staff for the school year 2012-2013. (Addendum #5) Mr. Klosek Second: Mr. Klosek. Motion carried unanimously on a roll call vote.

Approve Professional Staff for 2012-2013

MOTION: To approve Kyle Morgenweck as a substitute teacher. Fingerprint clearance received. Mr. Adelman Second: Mr. Kellner. Motion carried unanimously.

To approve substitute teacher

#### Board of Education Monthly Financial Certification:

MOTION: To certify that according to the Board Secretary's Certification as of March 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 March 2012. (See Addenda #6 through #8)

Board Secretary's Certification as of March 31, 2012

#### Budget Transfers:

Recommend approval of March 2012 transfers.

Approve Budget Transfers for March 2012

	Acct Number	Description	Amount		Acct Number	Description	Amount
From:	11-000-270-513	Transp	\$3,818.06	From:	11-000-100-569-	Tuition Other	\$6,000.00
To:	11-000-219-390	Other Prof Svs	\$3,818.06	To:	11-000-219-390	Other Prof Svs	\$6,000.00
From:	11-000-270-160	Transp Sal	\$1,042.00	From:	11-000-261-420	Fac Contr Svs	\$5,400.00
To:	11-000-219-390	Other Prof Svs	\$1,042.00	To:	12-000-400-450	Fac Rep/replace	\$5,400.00

Transfers to 11-000-219-390 (Other Prof Svs) were necessary to provide services for a Spec Ed student. The transfer to 12-000-400-450 was necessary to install air conditioning units in six of the elementary classrooms. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously on a roll call vote.

Regular Meeting Minutes:

MOTION: To Approve Regular Meeting Minutes of March 28, 2012 as submitted. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously.

Approve Regular Meeting Minutes of March 28, 2012

Closed Session Minutes:

MOTION: To approve Closed Session minutes for March 28, 2012. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously.

Approve Closed Session minutes for March 28, 2012

2012-2013 Electric Purchase Bid Results & contract.

MOTION: To approve contract with Reliant Energy Northeast, LLC for purchase of Electricity for 2012-2013 in accordance with bid award by Alliance for Competitive Energy Services. (ACES) Acct# 11-000-262-622 (See addendum #10). Mr. Klosek Second: Mr. Adelman. Motion carried unanimously.

Approve ACES contract with Relian Energy NE, LLC for 2012-2012

Facilities Report:

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

Approve Facility Report

No swings a problem: should the safety committee spot inspection of buildings/grounds? Have facility committee attend safety committee meeting.

See if JIF Representative can come out and do vulnerability assessment. Have safety committee member walk with JIF Rep.

Cafeteria Financial Statement Report:

MOTION: To approve/accept the Nutri-Serve Financial Statement report for March 31, 2012. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously.

Approve Cafeteria Financial Statement Report for March 31, 2012

Approval of Expenditures:

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

Fund 10 -	\$1,981.79
Fund 11 -	\$197,402.25
Fund 12	\$1,341.58
Fund 20 -	\$6,094.00
Total	\$206,819.62

Approve expenditures for April 2012

MOTION To approve all School Business Administrator/Board Secretary's recommendations. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously on roll call vote with abstention on approval of minutes for March 28, 2012 by Mr. Adelman.

Approve all SBA/BS recommendations

**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 March 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 March 2012.

Board Secretary's Report

Approve Board Secretary's Certification as of March 31, 2012

**School Board Member Election November 6, 2012**

For those up for election (Marty, Leah and Teresa) I have enclosed the election packet for preparation for the November election. Please complete the nominating petition and return to the County Clerk no later than 4:00 p.m. Tuesday, June 5, 2012.

School Board Member Election Notice November 6, 2012

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

Approve Board Secretary's Report

**Old Business:**

None.

Old Business

**New Business:**

## 1. Gym Floor

Authorize BA to get analysis of debris from Gym Floor at a cost not to exceed \$1,000. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously on a roll call vote.

New Business

2. Mr. Klosek - Student Assessment other than only ASK scores. Dr. Greenfield can provide more information on options available in PowerSchool would like more frequent student assessment reported to the Board.

3. Mrs. McDonnell – Would like High School Student achievement results. Dr. Greenfield to request results of HSPA from ACIT & Charter Tech and Buena.

**Buena:****Public Relations:**

None.

Public Relations

**Legislative:**

None.

Legislative

**Policy Committee:**

MOTION: To approve Second reading of Policy 5131.6 – Substance Abuse. Mrs. McDonnell Second: Mr. Adelman. Motion carried unanimously.

Policy Committee

**Planning Committee:**

Strategic Planning meeting Thursday, May 3<sup>rd</sup>, 3:30 pm.

Planning Committee

**Finance Committee:**

None

Finance Committee

Personnel Committee:

Administrative Secretary position posted. We have received 15 so far. Paper screen 1 or 2 day period of time to interview candidates 1 or 2 days. Will have recommendation at May 25, 2012 meeting.

Personnel Committee

Negotiations:

None.

Negotiations

Facilities Committee:

Discussed Facility Report during recommendation to approve.

Facilities Committee

Executive Session:

**BE IT RESOLVED** at a Public Meeting of the Board of Education held on April 25, 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. Personnel CSA Eval. 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: Mr. Adelman. Motion carried unanimously. (8:30 PM)

CLOSED SESSION

Closed Session

MOTION: To resume Open Public Meeting. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously. (9:15 PM)

Resume Open Public Meeting

MOTION: To authorize Business Administrator to send CSA Contract to County Office for approval. Mr. Klosek. Second: Mr. Kellner. Motion carried unanimously.

Authorize BA to send CSA Contract to County Office for Approval

Discussion of non professional staff. Personnel Committee would like to meet to discuss annual review, job description and personnel file.

Discussion of support staff request

Send RICE letter to Dr. Greenfield for next meeting.

RICE letter to Dr. Greenfield

Adjourn:

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

Adjourn

Time: 9:28 PM

Respectfully Submitted,

I. Elizabeth Edwards  
Business Administrator/Board Secretary