

The Estell Manor Board of Education held its regular meeting on Wednesday, March 28, 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

Flag Salute

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

Roll Call

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

Presentations:

None.

Public Discussion:

None.

Correspondence

Correspondence:

Mrs. McDonnell received an e-mail from Mr. Netherby regarding Veteran's Day Concert and request for photos of those in Armed Forces.

Superintendent's report:

Dr. Greenfield reported on the following: The average daily student attendance was 184 (95%).

Superintendent's Report

Student Count Projections for March:

Grade K	19 (1 Choice)	Grade 5	21	
Grade 1	19 (1 Choice)	Grade 6	21	Elementary
Grade 2	23	Grade 7	29	Total = 197
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

Staff Attendance: February:

<u>Certified Staff:</u>	Total Absences – 31
Percentage of Occasional Absence:	10%
<u>Non-Certified Staff:</u>	Total Absences – 12.5
Percentage of Occasional Absence:	8%

Staff Attendance for February

Drills:

Fire Drill – Tuesday, February 7 – Evacuation time 1:05
 Emergency Drill – Thursday, February 23 – Conducted a bomb drill. Both students and staff followed the protocols for this type of event. Students were moved to the tree line area for their safety in case this was a real situation. Communications to law enforcement were also practiced.

Drills

Curriculum and Instruction:

During the month of March, the Estell Manor School has concentrated on the theme of "Red Ribbon Activities". The activities include "Red Ribbon Week" March 26th-March 30th. Red Ribbon Week Dress-Up Attire, grade level lessons on drug and alcohol and on our culmination day, March 30, two assemblies will take place for the upper and lower grades. In addition,

Curriculum and Instruction

Mrs. Kuppel will be conducting classroom counseling sessions with the theme "We have Better Things To Do Than Drugs".

The Staff continues to utilize and integrate the revised Core Curriculum Content Standards in Language Arts, Science and K-2 Math. The grades 3-5 Math Curriculum is currently being completed and will undergo a final review. Once it is complete, we will be able to begin utilizing it as we expand our math program. Grades 6-8 Math should be completed by the end of the summer. In addition, Ms. Campanella will be attending and working with the Social Studies team for curriculum development in Ocean County. She will join them tomorrow, March 29.

All staff are continuously working with our students on skill and conceptual development as they prepare for the ASK Assessment beginning in late April and continuing through the first two weeks in May. Following spring break, our parents will receive the NJASK "Parent Student and Teacher Information Guide" which will assist them in helping to prepare their children.

Technology

As part of our ongoing effort to improve and further integrate the Smartboard into classroom learning, our tech consultant from the SRI/ETTC presented a workshop on March 13 to our entire staff. As we look forward to further advancing our school technology, we are looking into the possible purchase of Smart Response Systems. 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. Further information will be forthcoming. This is a tech program that easily integrates with the Smartboards.

Technology

Professional Development

The staff continuously utilizes the purchased hours from the SRI/ETTC for their professional development in a variety of areas. The school has purchased 213 hours as of this date and have utilized 209. The Smartboard training and Mrs. Mattera's attendance at the conference "My Classroom to Yours" with over 200 participants is included in these hours. This is a conference highlighting the most up-to-date classroom technological utilizations in and around our region.

Professional
Development

Harassment, Intimidation and Bullying Update (HIB)

Even though this mandate has been declared by the courts as a non-funded mandate, we continue to follow required protocols and investigatory practices. Our monthly themed programs developed by the School Safety Team continue to emphasize the anti-bullying message.

HIB

Strategic Planning Weekend

The Strategic Planning Weekend March 2 and 3, was successful and quite informative. A core group of community members gave excellent feedback in the development of a revised Mission Statement, and revised Vision Statement tailored to its utilization as a logo and the creation of five focus areas: student achievement, facility and campus, finance, school environment/ climate and community partnership. The next steps involve the development of action and strategic plans within these focus areas.

Strategic Planning
Weekend

Incidents of HIB

Incident #10 – Investigative report concluded on 2/27/12 with evidence of bullying. (Addendum 3)

Incidents of HIB

SUPERINTENDENT'S RECOMMENDATIONS:HIB Incident Reports:

MOTION: To approve the following HIB Incident Reports. Those reports were listed and attached in the February Board of Education Superintendent's Report.

HIB Incident Reports

- Incident #8 – Investigative report concluded on 1/31/12 with no evidence of bullying (Addendum 4)
- Incident #9– Investigative report concluded on 2/15/12 with evidence of bullying (Addendum 5)

Mrs. Bryd Second: Mr. Kellner. Motion carried unanimously.

Class/School Trips:

MOTION: To approve of all class and school trips between 3/23/12 and 6/1/12. Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously on a roll call vote. (Addendum 6)

Class/School Tirps

Retirement Letter from Charles H. Brandt

Recommend acceptance with regret the retirement letter from Mr. Charles H. Brandt effective July, 1, 2012 Mr. Klosek Second: Mr. Kellner. Motion carried unanimously.

Retirement Letter from Charles H. Brandt

Substitute Classroom Aide:

MOTION: To approve of Cynthia Lesniewski as a substitute classroom aide. Fingerprint clearance is on file. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously.

Approve Substitute Classroom Aide

ALS Foundation Bike Ride:

Recommend approval of the Estell Manor School being utilized as a rest stop for the ALS Foundation Bike Ride on Saturday, June 16, 2012 starting at 7:00 AM and ending at 1:00 PM Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously.

Approve ALS Bike Ride rest stop 6/16/2012

MARCH WORKSHOPS FOR BOARD APPROVAL:

MOTION: To approve the following Professional Development Workshops:

Approve Workshops

Day, Samantha	4/14/2012	Digital Assessment	ETTC	\$.00
Day, Samantha	5/15/2012	Problem Solving	ETTC	\$.00
Greenfield, Bruce	5/21/2012	Danielson Model	ETTC	\$.00
Saltzburg, Wendy	3/30/2012	Self Mutilation	Smithville	\$.00

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

ESTELL MANOR EDUCATION ASSOCIATION SALARY GUIDES:

MOTION: To approve the Estell Manor Education Association proposed Salary Guides for the 2010-2011, 2011-2012, 2012-2013 and 2013-2014 school years as recommended by the Negotiating Committee. Mr. Kellner Second: Mr. Klosek. Motion carried unanimously on a roll call vote.

Approve proposed EMEA Salary Guides for 2010-2014

ESTELL MANOR ELEMENTARY SCHOOL EMERGENCY OPERATIONS PLAN 2011-2012 & 2012-2013:

MOTION: To approve the revised Estell Manor School Emergency Operations Plan for 2011-2012 and for 2012-2013. Once approved, it will be given to Atlantic County Emergency Management, New Jersey State Police and other entities deemed appropriate. This plan was reviewed and approved by the Facilities Committee. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously.

Approve Estell Manor School Emergency Operations Plan for 2011-2013

One-on-One Aide:

MOTION: To approve hiring of Debbie Anderson as a one-on-one aide for a special education student at a rate of \$9.44 per hour – 26 ¼ hours per week from account #11-213-100-106 and 3 hours per week as a homebound instructor with the same student at a rate of \$33.00 per hour from account #11-150-100-101 effective April 2, 2012. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously on a roll call vote.

Approve One on one aide for sped student

Board Secretary’s Recommendations

Board of Education Monthly Financial Certification:

MOTION: To certify that according to the Board Secretary’s Certification as of February 29, 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 February 2012. Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously on a roll call vote. (See Addenda #1 through #3)

Financial Report as of February 29, 2012

Budget Transfers:

MOTION: To approve of the Following Budget Transfers for February 2012:

Budget Transfers for February 2012

	Acct Number	Description	Amount		Acct Number	Description	Amount
From:	11-120-100-101	Grd 1-5 Tchr Sal	\$3,350.00	From:	11-000-100-56x	Tuition	\$4,651.00
To:	11-130-100-101	Grd 6-8 Tchr Sal	\$3,350.00	To:	11-000-263-300	Lawn Service	\$4,651.00

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

Regular Meeting Minutes:

MOTION: To Approve Regular Meeting Minutes of February 27, 2012 as submitted. Mrs. Byrd Second: Mr. Klosek. Motion carried unanimously.

Regular Meeting Minutes of February 27, 2012

Closed Session Minutes:

MOTION: To approve the Closed Session minutes for February 27, 2012. Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously.

Closed Session Minutes for February 27, 2012

2011-2012 Ranch Hope, Inc. Virtual School Tuition Contract

MOTION: To approve tuition contract with Ranch Hope one student’s Virtual School Tuition program from February 28, 2011 through June 13, 2012. (\$125/day) for a total of \$10,250. Acct# 11-000-100-568 Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously on a roll call vote (See addendum #13)

Approve tuition contract with Ranch Hope for one student

2012-2013 School Year Transportation Contract with Sheppard Bus Service

MOTION: To approve the 2012-2013 school year transportation contract with Sheppard Bus Service for Atlantic County Special Services students for Estell Manor and Weymouth Township School Districts for ten (10) students total (five (5) students from each district) at the total cost of \$44,820.00. Acct # 11-000-270-515 Mr. Klosek Second: Mr. Kellner. Motion carried unanimously on a roll call vote.(See addendum #14)

Approve 2012-2013 transportation contract with Sheppard Bus Service for ACSSSD students

2012-2013 School Year Transportation Jointure with Weymouth Township School District

MOTION: To approve the 2012-2013 school year transportation jointure with Weymouth Township School District for five (5) students being transported to ACSSSD at a cost of \$22,410. Acct # 11-000-270-515
Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously on a roll call vote. (See addendum #15)

Approve 2012-2013 Transportation Jointure with Weymouth Twp School District for ACSSSD Students

Resolution to Defer Prior Year Tuition Adjustment from Buena Regional School District in the amount of \$140,610.

MOTION: To approve a Resolution deferring prior year tuition adjustment in the amount of \$140,610 to the 2013-2014 school year. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously on a roll call vote. (See Addendum #16)

Resolution deferring prior year tuition adjustment for BRHS to 2013-2014

Facilities Report:

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

Facilities Report

Cafeteria Financial Statement Report:

MOTION: To approve/accept the Nutri-Serve Financial Statement report for February 29, 2012 is \$66.24. (The year to date deficit is \$7,785.96) Mr. Kellner Second: Mr. Klosek. Motion carried unanimously.

Cafeteria Financial Statement for February 29, 2012

Approval of Expenditures:

MOTION: To approve expenditures for the month of March 2012 as listed: (see addendum #19)

Fund 10 -	\$1,981.79
Fund 11 -	\$212,440.24
Fund 20 -	\$3,247.78
Total	\$ 217,669.81

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

Approve Expenditures for March 2012

Approval Nutri-Serve Food Management, Inc. 2012-2013 Contract:

MOTION: To approve renewal of the food service management contract for Nutri-Serve Food Management, Inc. for the 2012-2013 school year at the flat fee of \$8,200 with a breakeven guarantee and a \$0.35 lunch price increase and a \$0.10 breakfast price increase. (Student lunch price will be \$2.75 and breakfast will be \$1.10 in September 2012) Mr. Kellner Second: Mr. Klosek. Motion carried unanimously on a roll call vote.

Approve Nutri-Serve Food Management Contract for 2012-2013

Move Prescription Coverage to NJSEHBP

MOTION: To approve moving Prescription coverage from NJEA Small Group to NJSEHBP effective June 1, 2012 in accordance with Memorandum of Agreement with the Estell Manor Education Association. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously on a roll call vote.

Approve moving prescription coverage from NJEA Small Group to NJSEHBP effective 6/1/12

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 February 29, 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

Board Secretary's Certification as of February 29, 2012

changes in anticipated revenue amounts and sources for the month of February 2012.

Food Service

A meeting is scheduled for Friday, March 23, at 10:30 a.m. with the finance committee, Nutri-serve owner, Karen Fynan, Area Representative, June Greenwood, Cafeteria Manger Diane Mitchell, Dr. Greenfield and myself to discuss the proposal submitted in February to lower the food service deficit. The finance committee members will be able to report to the full board at the meeting.

Food Service

Board of Education Self Evaluation:

The Board self evaluation is to be completed online at www.njsba.org. Step by step directions and a sample questionnaire is enclosed.

Board Self
Evaluation

Policies for Update:

There is one policy in need of update at this time. Last month I shared with the policy committee the necessary change to policy #5131.6 - Substance Abuse. The update involves changing the title of the "substance awareness coordinator" to "Student Assistance Coordinator".

Policies for Update

MOTION: To approve the Board Secretary's monthly report. Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously.

Old Business:

Evaluation for Interim CSA, County will not review interim Superintendent evaluations. Do online Dr. Greenfield will start.

Old Business

Fence at playground will be done by the City within 2-3 weeks.

New Business:

Mrs. Bryd – Outreach to public via Facebook as a way to communicate.

New Business

Inter-District Communication:

None.

Inter-District
Communication

Public Relations:

Mrs. Byrd and Dr. Greenfield worked on Quarterly and ran off material for Historical Society.

Public Relations

Legislative:

March 14, 2012 – Atlantic County School Boards Meeting

Legislative

Policy Committee:

MOTION: To approve the First Reading of the following Policy:
5131.6 – Substance Abuse

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

Approve First
Reading of Policy
5131.6

Planning Committee:

Strategic Planning – Action Plans need more volunteers.

Planning
Committee

Finance Committee:

None.

Financial
Committee

Personnel Committee:

None.

Personnel
Committee

Negotiations:

None.

Negotiations

Facilities:

Slippery Gym floor – have checked many times in the past few weeks – appears the additional filters are helping 60-70% better. WACYL had to clean the floor 10 times in 40 minutes. Sarah shared seems worse when heat is on. Check to see what is being collected in filter. Have the dust analyzed. Workmanship. When did complaints start – check minutes.

Check with JIF records.

Legal letter to contractor.

Facilities

Executive Session:

BE IT RESOLVED at a Public Meeting of the Board of Education held on March 28, 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. It is presently anticipated that the items mentioned in this Resolution can be disclosed to the public when final action has been taken.

MOTION: To adopt the above Resolution. Mr. Klosek. Second: Mr. Kellner. Motion carried unanimously. (8:30 PM)

Closed Session

CLOSED SESSION

MOTION: To resume Open Public Meeting. Mr. Kellner Second: Mrs. Byrd. Motion carried unanimously. (9:47 PM)

Adjourn

Adjourn:

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

Time: 9:52 PM

Respectfully Submitted,

I. Elizabeth Edwards
Business Administrator/Board Secretary