

ESTELL MANOR BOARD OF EDUCATION
Regular Board of Education Meeting Minutes
Estell Manor School - Media Center
Thursday, March 14, 2024 6:00 p.m.

I. CALL TO ORDER – BOARD PRESIDENT

II. PLEDGE OF ALLEGIANCE

III. PUBLIC NOTICE

Welcome to this Regular Meeting of the Estell Manor Board of Education held on March 14, 2024. In compliance with the Open Public Meetings Act, Chapter 231, P.L. 1975, of the State of New Jersey, notice of this meeting of the Estell Manor Board of Education stating date, time, place, and agenda has been given to the official newspapers, posted in two public places, and filed with the Atlantic County Superintendent of Schools. If any member has reason to believe that this meeting is being held in violation of the Open Public Meetings Act of 1975 they shall so state at this time.

IV. ROLL CALL

Ms. Ferrari	<u>P</u>	Ms. Gellura	<u>P</u>
Ms. Gray	<u>P</u>	Ms. Seelman	<u>A</u>
Ms. Mimler	<u>P</u>		
David Ricci, Superintendent	<u>P</u>		
Rose M. Millar, Board Secretary	<u>P</u>		

V. PUBLIC COMMENTS (AGENDA ITEMS ONLY) 6:01pm
No one spoke

VI. CLOSED SESSION - no closed session

VII. RESUME OPEN SESSION

VIII. PRESENTATION – Students of the Month February (Attachment #1)

IX. MINUTES

Motion to approve the minutes for the following Board of Education meetings (Attachment #1)

Regular Meeting February 22, 2024

Motion: Ms. Gellura Second: Ms. Ferrari

Roll Call: Ms. Ferrari, Ms. Gray, Ms. Gellura, Ms. Mimler– all unanimous yes votes

X. FINANCE & FACILITIES

- A. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 2024. The Board Secretary certifies that no lone item account has been over expended in violation of N.J.A.C 6A: 23A – 16.10 (c) 3 and that sufficient funds are available

to meet the district’s financial obligations for the remainder of the fiscal year. (Attachment #3)

- B. February Treasurer’s Reports
 Cash Reconciliation Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 2024. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of February 2024.
- C. February Cash Reconciliation Report
 Board Secretary in accordance with N.J.A.C 6A:23A-16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
- D. Board of Education Certification-pursuant to N.J.A.C 6A:23A-16.10 (c) 4 We certify that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C 6A:23A – 16.10 (b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
- E. February Transfers (Attachment #4)
 Motion to approve line item transfers for the month of February 2024.
- F. Expenditures (Attachment#5)
 Motion to approve expenditures list for March 2024.
- G. Motion to approve participation in the 2024-2025 Cooperative Transportation Services agreement and the tuition, ESY & one-to-one aid contracts with Cape May County Shared Services for transportation needs as needed. (Attachment #6)
- H. 2024-2025 Budget Submission

BE IT RESOLVED, the Estell Manor Board of Education, in the County of Atlantic, State of New Jersey, hereby approves the submission of the 2024-2025 budget to the Atlantic County Office Education for review:

	Budget	Local Tax Levy
General Fund	\$5,064,089	\$2,820,974
Special Revenue Fund	\$631,969	\$0
Debt Service Fund	\$114,491	\$114,491
Total	\$5,810,549	\$2,935,465

BE IT FURTHER RESOLVED, to acknowledge that the 2024-2025 budget, as described above, results in a general fund tax levy of \$2,820,974 and a debt service fund tax levy of \$114,491; and

BE IT FURTHER RESOLVED, that pursuant to NJAC 6A:23A-7.3, budgeted travel expenses do not exceed \$10,000; and

BE IT FURTHER RESOLVED, that pursuant to NJAC 6A:23A-5.2, maximum dollar amounts for public relations and professional services have been established and are detailed in the appropriations section of the 2024-2025 budget.

K. 2024-2025 Preschool Program Plan Budget (Attachment #7)

Motion to submit the 2024-2025 Preschool Budget Workbook to the New Jersey Division of Early Childhood Education.

Motion: Ms. Gray Second: Ms. Gellura

Discussion: Ms. Mimler discussed the budget schedule for 2024-2025

Roll Call: Ms. Ferrari, Ms. Gray, Ms. Gellura, Ms. Mimler– all unanimous yes votes

SBA Informational Items:

Name	Title	Term Ends
Kathy Mimler	President	2024
Sarah Ferrari	Board Member	2024
Alicia Gray	Board Member	2026
Brianne Seelman	Vice President	2025
Theresa Gellura	Board Member	2026

2023-2024 Atlantic County SBA Meeting Dates

- Tuesday, May 7 @ 6:00 p.m. (Hybrid)

*Meeting dates and times are subject to change. Location TBD

Mandated NJSBA Training Requirements to be completed by 12/31/2024

Alicia Gray	Gov IV	Kathy Mimler	up-to-date
Sarah Ferrari	up-to-date	Theresa Gellura	– Gov II (scheduled)
Brianne Seelman	up-to-date		

NJSBA Evaluations:

- Board Self Evaluation process
- CSA Evaluation process

School Ethics Commission Annual Disclosure Statements

Personal/Relative and Financial Disclosure Statements (Disclosure Statements) pursuant to N.J.S.A. 18A:12-21 et seq. of the School Ethics Act Statements are due by April 30, 2024.

FOOD SERVICE MANAGEMENT COMPANY (FSMC)

The Estell Manor School District is in the 5th year of the FSMC Contract Cycle and we are required to procure a new base year contract for the 2024-2025 school year.

XI. SUPERINTENDENT REPORT AND RECOMMENDATIONS

- Parent/Teacher Conf. 3/7, 3/8
- Spelling Bee 3/9 N.B. did well
- Read Across America
- After School Tutoring
- STEAM Class K-4

- Strategic Planning Mtg 3/13
- Wizard of Oz Play 3/21 - 3/22
- Volleyball Team doing well

Security Drills:

Fire Drill: February 27, 2024
 Security Drill: February 28, 2024

XII. CURRICULUM & INSTRUCTION

A. Motion to approve the attached Professional Development days:

Date	Topic	Location	Staff	Cost
4/11/24	Cardiac Concerns School Age Children	Atlanticare	Nancy Wanner	\$25
4/18/24	Strategies for Para's	Virtual	Greta Normand	N/A
5/9/24	Early Literacy Strategies	Virtual 4:30-6:30	Sonya DeLuca	per contract

B. Motion to approve the Safety Patrol Field Trips to Six Flags Great Adventure

C. Motion to approve criminal history approved Hannah Hughes as a substitute teacher pending completion of paperwork for the remainder of the 2023-24 school year.

Motion: Ms. Ferrari Second: Ms. Gellura

Roll Call: Ms. Ferrari, Ms. Gray, Ms. Gellura, Ms. Mimler– all unanimous yes votes

XIII. PERSONNEL

A. Motion to approve William Dooner for movement on salary guide per EMEA contract to reflect an increase of \$1,500 for a BA+30 for a total salary of \$59,921.

B. Motion to approve, pending completion of paperwork, Kristin Zinter as a substitute nurse for the remainder of the 2023-2024 school year.

C. Motion to approve, pending completion of paperwork, Crystal Calixto as a substitute teacher for the remainder of the 2023-2024 school year.

D. Motion to approve criminal history approved Hannah Hughes as a substitute teacher pending completion of paperwork for the remainder of the 2023-24 school year.

Motion: Ms. Gellura Second: Ms. Ferrari

Roll Call: Ms. Ferrari, Ms. Gray, Ms. Gellura, Ms. Mimler– all unanimous yes votes

XIV. POLICY

Ms. Mimler discussed status of the Strauss Esmay draft policy manual. Ms. Mimler requested a Policy Committee meeting be scheduled prior to the April Board meeting.

XV. BOARD INFORMATION/COORESPONDENCE

- Ms. Mimler requested that a Personnel Committee meeting be scheduled prior to the April Board meeting.
- Ms. Mimler discussed the 8th Grade Dialog Meeting. She and Mr. Ricci attended and the event it was very nicely done.
- The status of the Board Self Evaluation was discussed
- NJ School Ethics Financial Disclosure deadline was discussed.

XV. PUBLIC COMMENTS 6:27pm

Parent, Lauren Hooven, thanked Superintendent, David Ricci, for addressing various concerns and expressed positive feedback on our school. She inquired about what parents could do to financially support our school.

XVI. ANY OTHER PERTINENT INFORMATION THAT MAY BE BROUGHT BEFORE THE BOARD

- The Strategic Planning minutes will be posted on the website.
- Ms. Mimler inquired about the Board Self Evaluation and the Superintendent Evaluation.

XVII. ADJOURNMENT – Time: 6:33 pm

Motion: Ms. Gellura Second: Ms. Gray
Roll Call: Ms. Ferrari, Ms. Gray, Ms. Gellura, Ms. Mimler– all unanimous yes votes