

**ESTELL MANOR BOARD OF EDUCATION**  
**Regular Board of Education Meeting Minutes**  
**Estell Manor School Gymnasium**  
**Wednesday, January 26, 2022**  
**6:00 p.m.**

**CALL TO ORDER – BOARD PRESIDENT**

**I. PLEDGE OF ALLEGIANCE**

**II. PUBLIC NOTICE**

Welcome to this Regular Meeting of the Estell Manor Board of Education held on January 26, 2022. In compliance with the Open Public Meetings Act 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.

**III. ROLL CALL**

Ms. Mimler	<u>  P  </u>	Mr. Roxas	<u>  P  </u>
Ms. Ferrari	<u>  P  </u>	Ms. Sack	<u>  P  </u>
Ms. Gray	<u>  P  </u>		

Michelle Cappelluti, Ed.D. Interim Superintendent	<u>  P  </u>
Emily Strawbridge, Board Solicitor	<u>  P  </u>

**IV. PUBLIC COMMENTS (AGENDA ITEMS ONLY)**

**V. CLOSED SESSION – Time: 6:03 pm**

Motion: S Ferrari Second: J Roxas

**VI. RESUME OPEN SESSION – Time: 6:06 pm**

Motion: S Ferrari Second: S Sack

**VII. MINUTES**

Motion to approve the minutes for the following Board of Education meetings:

Regular Meeting / December 15, 2021 and Reorganization Meeting/ January 5,  
2022/Open & Closed Sessions (*Attachment#1*)

Motion: S Sack Second: S Ferrari

## **VIII. BUSINESS ADMINISTRATOR REPORT AND RECOMMENDATIONS**

A. School Board Recognition Month (*Attachment #2*)

Motion to accept the proclamation from the Governor of New Jersey in recognizing January 2022 as School Board Recognition Month and to publically recognize and thank the members of the Estell Manor Board of Education for their service to the school community.

B. Expenditures (*Attachment #3*)

Motion to approve the December, 2021 expenditures in the amount of \$298,485,92 as certified by the School Business Administrator/Board Secretary.

C. Financial Reports/Budget Transfers (*Attachment #4*)

Motion to approve the Treasurer's Report and Board Secretary's Report and Budget Transfers for the month of November and December, 2021.

D. Monthly Certification

Motion to accept the certification of the Business Administrator that pursuant to N.J.A.C. 23A:16.10(c)3, as of November, 2021 after review of the Secretary's Monthly Financial Reports (Revenue and Appropriations Sections), no major account or fund has been over-expended in violation of N.J.A.C.23A:16.10 (c)4, and there have been no changes in anticipated revenue sources and/or amounts so that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

E. Field Trip (*Attachment #5*)

Motion to approve transportation for Estell Manor grade eight students to Buena Regional High School Visitation Day on January 27, 2022 for the cost of \$270.00

- F. Motion to approve additional expenditure paid, November 2021 in the amount of \$4,495.12 made payable to the Department of Treasury - IRS due to the recent audit of the 2018 school year.

Motion: S Ferrari Second: S Sack Abstain: A Gray

**IX. PERSONNEL**

*All Personnel items are made by the recommendation of the Superintendent*

A. Job Description (*Attachment #6*)

Motion to accept the Job Description for Substitute Teacher.

B. Hourly Rate Increase

Motion to raise the hourly rate for substitute custodians to \$13.50 due to the January 2, 2022 increase in minimum wage.

C. Resignation (*Attachment #7*)

Motion to accept the resignation of Hope Sprigg, part-time custodian, with the last day of employment being January 28, 2022.

D. Salary Adjustment (*Attachment #8*)

Motion to approve the salary adjustment as per the EMEA agreement for employee #284 for Master of Science in Elementary Education.

E. HIB Report

N/A

Motion: J Roxas Second: J Sack

**X. PUBLIC COMMENTS**

Mrs. Moratelli expressed concerns regarding students wearing masks and if the district had intentions to end this mandate. It was explained that we typically could not answer during public comment but that we were following State guidelines and closely watching mask & vaccine mandate updates both from NJ and nationally.

Mrs. Kisby expressed concern regarding communication when there is an emergency or threat to the school and wanted more proactive communication regarding a December 17<sup>th</sup> social media incident. She expressed a desire to make sure students were safe in the school at all times.

Mrs. Wiberg expressed concern over students put on quarantine missing educational opportunities with no virtual learning while they were out of school. It was explained that teachers were compensated to instruct quarantined students and that remote instruction would begin at the start of the second marking period.

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

Mrs. Mimler spoke about the benefit of additional board training, county board meeting attendances and board member certifications. She asked for follow up on students who have been quarantined, whether we would be able to determine if their absence has affected them in any way as the school year continues.

Mrs. Mimler also stated that our Budget Committee will need to meet with our new BA as soon as possible when he is ready and that she would like to meet with him as well.

**XII. ADJOURNMENT – Time: 6:30**

Motion: J Roxas Second: S Sack

**INFORMATIONAL:**

1. Enrollment as of December 2021

	Sep-21	Oct-21	Nov-21	Dec-21
Estell -Resident	147	183	185	185
Estell -Choice	34	29	31	31
Buena HS	39	41	44	44
ACIT	13	11	11	11
ACSSSD	2	2	2	2
Charter Tech	2	3	3	3
Holly Heights Elem	1	1	1	1
Choice to OCHS	8	8	12	12
Choice to Upper	1	1	1	2
Preschool Program (Weymouth twp. School)	0	0	0	2
Total	247	279	290	293

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2. Security Drills

- a. December 16, 2021 Fire Drill
- b. December 15, 2021 Lockdown Drill

3. Dates to Remember

DATE	EVENT
January 27, 2022	Grade 1-8 Class Spelling Bee
February 11, 2022	School Wide Spelling Bee
February 4, 2022	Heart Health Awareness Day
February 14, 2022	100 <sup>th</sup> Day of School Dress up as your 100-year-old self

4. Update on Feasibility Study