

**ESTELL MANOR BOARD OF EDUCATION
REGULAR MEETING
WEDNESDAY, March 27, 2019 - 7:00 P.M. – BOARD CONFERENCE ROOM**

This meeting is in compliance with the Open Public Meeting Law, and has been duly advertised in the Annual Notice, which was provided to the Atlantic City Press and The Daily Journal.

Call to Order – Mrs. Barbetto, President

The Estell Manor Board of Education held a regular meeting on Wednesday, March 27, 2019 at the Estell Manor Elementary School. The meeting was called to order at 7:01 p.m. by Board President, Mrs. Barbetto.

President’s Announcement of Open Public Meeting

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.

Salute to the Flag – The President, Mrs. Barbetto, led the Flag Salute.

Roll Call

Bonnie Barbetto -President	X
Brianne Seelman –Vice President	X
Sarah Ferrari	X
Alicia Gray	X
Kathy Mimler	X
Dianna Abraham, Superintendent	X
Joseph Rodio, SBA/Board Secretary	X
Mike Coskey, Solicitor	X

Executive Session (If Needed)

WHEREAS, Public Law 1975, Chapter 231, known as the Open Public Meetings Act, provides that a public body may not exclude the public from any meeting to discuss any matter described therein until the public body has first adopted a Resolution; and WHEREAS, the Board of Education of the Estell Manor School District has determined that the following items must be discussed in closed session and that the public must be excluded from said deliberations; and WHEREAS, the Board of Education of the Estell Manor School District has determined that the subject matter of the closed discussion falls within those matters described in subsection 7b of the Open Public Meetings Act; Now, therefore, be it resolved, by the Board of Education of the Estell Manor School District, Atlantic County, state of New Jersey, that: The Board of Education will go into closed session to discuss matters that may pertain to (Legal, Privacy, Negotiations, Finance, Personnel, or Litigation). There (may or may not) be action taken. Be it further resolved that the Board of Education of the Estell Manor School District will disclose to the

public the subject matter of said closed discussions as soon as the matters have been resolved and the determination can be disclosed to the public.

MOTION: To adopt the above Resolution.

Motion: S.Ferrari Second: B.Seelman All In Favor; No one Opposed Time: 7:02PM

No action was taken.

MOTION: To resume Open Public Session.

Motion: S.Ferrari Second: B.Seelman All In Favor; No one Opposed Time: 7:36PM

Public Comments

MOTION: To open Public Comment.

Motion: A.Gray Second: B.Seelman, all in favor, no one opposed. Time 7:38 P.M.

Judy Cassagrande was in attendance and inquired about the public hearing. It was indicated to her that it is scheduled for Wednesday, April 24, 2019.

MOTION: To close Public Comment

Motion: B.Seelman Second: A.Gray, all in favor, no one opposed. Time 7:39 P.M.

Superintendent Report

Superintendent's Report – March

1. Drills since February's meeting:
 - a. Fire Evacuation – March 27, 2019: duration 1:24
2. New Website – still in progress. The company sent a list earlier in the week of a few things that need to be addressed, as well as steps they need to take to have the domain transferred to them.
3. Procedure for new substitutes will include TB testing (see attachment).
4. St. Baldrick's Day: over \$5000 was raised, thanks to the hard work of the students, Mr. Capizola, Mrs. VanGilder, Mrs. Wanner, and Mrs. Malkin.
5. Internet security:
 - a. SonicWall: automatically blocks websites based on content. Updates regularly, but can also be updated manually if something needs to be addressed.
 - b. Google's SafeSearch mode: turned on in Google Administrator, and blocks searches for inappropriate content
 - c. Strict Restricted YouTube access: this was the default setting when Google was set up for our system, it is the strongest of the restrictions
 - d. Turned off incognito mode: students must log in to use programs and can't use them anonymously.

- e. Presentations by the Atlantic County Prosecutor’s office: 2nd week of May
 - i. Parent presentation on Monday May 13
 - ii. Student presentations for 6th-8th grades on Thursday May 16 during school, separated by boys/girls. Topics include decision making, cyberbullying, sexting and inappropriate photos, internet predators, and positive social media branding.
- 6. Upcoming Events:
 - a. Healthy Living assemblies: this week, K-4 on Thursday, 5-8 on Friday
 - b. Third marking period ends on April 5 and report cards go home on April 10.
 - c. The play *Annie, Jr* will be presented on April 11, 12, and 13.
 - d. 1:30 dismissal on April 17 along with a visit from the Easter Bunny, and spring break will be April 18 – 22.
 - e. Internet Safety program in May

Enrollment Information 2018-2019

	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
Estell	182	182	182	183	183	183	183
Buena HS	34	38	38	38	38	38	38
ACIT HS	26	24	24	23	23	23	23
Choice to OC HS	9	9	9	9	9	9	9
Charter HS	1	1	1	1	1	1	1
Choice to Upper	2	2	2	2	2	2	2
ACSSSD	2	2	2	2	2	2	2
Upper	1	1	1	1	1	1	1
Total	<u>257</u>	<u>259</u>	<u>259</u>	<u>259</u>	<u>259</u>	<u>259</u>	<u>259</u>

Recommendations of the Superintendent

MOTION: To approve the Curriculum & Student Affairs items #1 through 5A. Motion: B.Seelman Second: K.Mimler

Board Member	Roll Call	Abstain
Bonnie Barbetto	Yes	
Sarah Ferrari	Yes	
Alicia Gray	Yes	
Kathy Mimler	Yes	
Brianne Seelman	Yes	

A. Curriculum & Student Affairs

- 1) Recommend approval of the following field trips:

a. See Attachment #1.

(1A) Additional Field Trips – Addendum #A

2) Recommend approval of the following professional developments:

a. See Attachment #2.

3) Recommend approval of the nurse’s report for February 2018 (Attachment #3)

4) Recommend approval of the following HIB report that was reported and investigated by Mrs. Kuppel: No HIB report this month.

5) Recommend approval for a 6 week after school class in American Sign Language, to be taught by Kristy Whilden and Betta Frampus (Attachment #4)

(5A) American Sign Language – Attachment #4 being replaced by Addendum #B. (There was discussion regarding insurance coverage. Joe Rodio agreed to check to see if our JIF coverage was sufficient.)

MOTION: To table Curriculum & Student Affairs items #6. Motion: B.Seelman Second: K.Mimler.

Board Member	Roll Call	Abstain
Bonnie Barbetto	Yes	
Sarah Ferrari	Yes	
Alicia Gray	Yes	
Kathy Mimler	Yes	
Brianne Seelman	Yes	

6) Recommend approval for admitting a student from Weymouth Township School District for the remainder of the 2018-2019 school year on a pro-rated tuition basis pending approval of all parties involved. (TABLED.)

MOTION: To approve Policy #1, 1A and 2A. Motion: K.Mimler Second: S.Ferrari

Board Member	Roll Call	Abstain
Bonnie Barbetto	Yes	
Sarah Ferrari	Yes	
Alicia Gray	Yes	
Kathy Mimler	Yes	
Brianne Seelman	Yes	

B. Policy

- 1) Recommend (1st Reading) approval of the following statement to be added to policy 5141 – Health:

“The Estell Manor Board of Education recognizes the NJ Department of Health *General Guidelines for the Control of Outbreaks in School and Child Care Settings School Exclusion List* for the purposes of student exclusion from school based on symptoms of illness.” (Attachment #5)

(1A) General Guidelines for the Control of Outbreaks – New Jersey Department of Health (Addendum #C)

(2A) Motion to approve Resolution authorizing the operation of a tuition based Playgroup Program at the Estell Manor Elementary School. (Addendum #D)

MOTION: To approve the Finance items. Motion: K.Mimler Second: S.Ferrari

Board Member	Roll Call	Abstain
Bonnie Barbetto	Yes	
Sarah Ferrari	Yes	
Alicia Gray	Yes	
Kathy Mimler	Yes	Abstain Ck3907
Brianne Seelman	Yes	

C. Finance

- (1) Monthly Certifications

Board Secretary’s Certification:

Pursuant to Administrative Code, *N.J.A.C. 6A: 23A16.10(c)(3)* I certify that as of January 31, 2019 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 account has been over expended in violation of *N.J.A.C. 6A:23A-16.10(c)3*, in accordance with *N.J.A.C. 6A:23A-16.10(c)3*, it is certified that there are no changes in anticipated revenue amounts and sources for the month of January 2018.

Board of Education Monthly Financial Certification:

The Board Secretary recommends the Board certify that according to the Board Secretary's Certification as of January 31, 2019, 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 & expenditures, which in total exceed the line item appropriation in violation of *N.J.A.C. 6A:23A-16.10(c)3* & *N.J.A. 6A:23A-16.10(c)4*
- 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 January 2019. (To be provided as an Addendum)

(1A) Monthly Certifications – January 2019 Treasurers Report/Board Secretaries Report (Addendum #E)

(2) Recommend approval of the Y-T-D transfers as of January 2019 (To be provided as an Addendum.)

(2A) Recommend approval of the Y-T-D transfers as of January 2019 (Addendum #F)

(3) Recommend approval of the February 2019 proposed expenditures of \$210,351.84 (Attachment #6)

(4) Recommend approval of the Nutri-Serve Financial Report for February 2019, which reflects a net income of \$398.10 for the month, and a year-to-date loss of (\$1,653.38) (Attachment #7)

(5) Recommend approval of a Resolution For Participation in Joint Transportation Agreement with the Atlantic County Special Services District for the fiscal year July 1, 2019 through June 30, 2020. (Attachment #8)

MOTION: To approve the following Facility item. Motion: A.Gray Second: K.Mimler

Board Member	Roll Call	Abstain
Bonnie Barbetto	Yes	
Sarah Ferrari	Yes	
Alicia Gray	Yes	
Kathy Mimler	Yes	
Brianne Seelman	Yes	

D. Facilities Report

- 1) Recommend approval of the February 2019 Monthly Facility Report that was provided by Brian Burton. (Attachment #9)

MOTION: To approve the following Personnel items Motion: K.Mimler Second: B.Seelman

Board Member	Roll Call	Abstain
Bonnie Barbetto	Yes	
Sarah Ferrari	Yes	

Alicia Gray	Yes	
Kathy Mimler	Yes	
Brianne Seelman	Yes	

E. Personnel

1) Recommend approval of the following substitute teachers: None.

(2A) Recommend approval of hiring Donnel Ruga as a part-time classroom instructional aide for the remainder of the 2018-2019 school year at a rate of \$12.93/hour, pending completion of appropriate paperwork.

Committee Meetings/Info

Minutes for the following Committee Meetings:

Finance Committee Meeting Minutes: March 13, 2019 (Attachment #10)

MOTION: To approve establishing an Estell/Weymouth Exploratory Shared Services Committee. Motion: B.Seelman Second: K.Mimler Motion carried unanimously.

MOTION: To approve the appointment of Sarah Ferrari and Alicia Gray to serve on the Estell Manor/Weymouth Exploratory Shared Services Committee. Motion: B.Seelman Second: K.Mimler Motion carried unanimously.

MOTION: To approve the following Minutes. Motion: K.Mimler Second: S.Ferrari Motion carried unanimously.

Approval of Regular Meeting Minutes

Public Meeting: February 27, 2019 (Attachment #11)

Public Meeting: March 19, 2019 (Attachment #12)

Executive Session Meeting: Executive Session – March 19, 2019 (To be provided at the meeting.)

Correspondence Items – None.

Old Business – None.

New Business – None.

MOTION: To open Public Comment.

Motion: B.Seelman Second: K.Mimler, all in favor, no one opposed. Time 8:20 P.M.

No comment from public.

MOTION: To close Public Comment

Motion: B.Seelman Second: K.Mimler, all in favor, no one opposed. Time 8:20 P.M

MOTION: To adjorn.

Motion: S.Ferrari Second: K.Mimler Motion carried unanimously. Time 8:20 P.M.