

**ESTELL MANOR BOARD OF EDUCATION
REGULAR MEETING
WEDNESDAY, May 29, 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, May 29, 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

Public Comments

MOTION: To open Public Comment.

Motion: B.Seelman Second: S.Ferrari, all in favor, no one opposed. Time 7:02 P.M.

No public comment.

MOTION: To close Public Comment

Motion: B.Seelman Second: S.Ferrari, all in favor, no one opposed. Time 7:02 P.M.

Superintendent Report - May

1. Drills since April’s meeting:
 - a. Fire evacuation – May 24, 2019: duration 1:30

Recommendations of the Superintendent

MOTION: To approve the Curriculum & Student Affairs items #1 through #5. Motion: A.Gray Second: S.Ferrari

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. None
- 2) Recommend approval of the following professional developments:
 - a. See Attachment #2.
- 3) Recommend approval of the nurse's report for April 2018 (Addendum #A)
- 4) Recommend approval of the following HIB reports that were reported and investigated by Mrs. Kuppel:
 - a. 2018-19-7 Determined to not be HIB
 - b. 2018-19-8 Determined to not be HIB
- 5) Recommend approval of the school calendar for 2019-2020 (Attachment #3)

MOTION: To approve the Curriculum & Student Affairs items #6A. Motion: S.Ferrari Second: A.Gray

Board Member	Roll Call	Abstain
Bonnie Barbetto	Yes	
Sarah Ferrari	Yes	
Alicia Gray	Yes	
Kathy Mimler	No	
Brianne Seelman	Yes	

(6A) Recommend approval of accepting an unfunded, non-tuition, Choice student to fill the currently unfilled Choice seat.

MOTION: To approve Policy #1. Motion: B.Seelman Second: A.Gray

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

K.Mimler and S.Ferrari voiced their concerned regarding the implementation of this policy, indicating they would like to see language regarding oversight by the Superintendent. Mike Coskey indicated that the Superintendent has oversight of all policy.

B. Policy

- 1) Recommend (2nd 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 #4)

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

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

S.Ferrari indicated that she would like to see account numbers on the bill list.

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 March 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 February & March 2019.

Board of Education Monthly Financial Certification:

The Board Secretary recommends the Board certify that according to the Board Secretary's Certification as of March 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 February & March 2019. (Attachment #5 & #6)

(2) Y-T-D transfers as of February and March 2019 (Attachment #7 & #8)

(3) Recommend approval of the April 2019 proposed expenditures of \$200,816.69 (Attachment #9)

(4) Recommend approval of the Nutri-Serve Financial Report for April 2019, which reflects a net income of \$977.22 for the month, and a year-to-date net income of \$95.22 (Attachment #10)

(5) Recommend approval of the following contracts for in school nursing for the 2019 -2020 school year:

Bayada Home Health Care Inc. (Attachment #11)

Delta-T Group (Attachment #12)

Wright Agency (Attachment #13)

(6) Recommend approval of the food service management contract for Nutri-Serve Food Management, Inc. at the flat rate of \$10,429.85 for the 2019-20 school year, with the option of four, one-year renewals. (RFP bid opening was held on May 15, 2019.) (Attachment #14)

(7) Recommend approval of the following lunch prices (Attachment #15) for the 2019-2020 school year:

Lunch price \$3.00

Teacher Price \$4.00

MOTION: To approve the following Facility item. Motion: B.Seelman Second: S.Ferrari

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 April 2019 Monthly Facility Report that was provided by Brian Burton. (Attachment #16)
- 2) Recommend approval of the following Use of School Facilities:
 - a. ALS Association – Greater Philadelphia Chapter (Attachment #17)
Charity Bike Ride – requesting use of bathroom facilities, on Saturday, June 15, 2019 from 9AM to 12Noon. \$125.00 has been provided to cover cost of overtime.
 - b. Estell Manor Community Day – Fun Run on Saturday, June 8, 2019 at 9:30AM.
Elaine Baker is requesting use of the cross country course for a 1.5 mile Fun Run, with the cross country team facilitating the event.

Executive Session

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: A.Gray, all in favor, no one opposed. Time 7:37 P.M.

No action was taken.

MOTION: To resume open public meeting.

Motion: S.Ferrari Second: K.Mimler, all in favor, no one opposed. Time 8:15 P.M.

MOTION: To approve the following Personnel items. Motion: S.Ferrari 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 teacher: Kristopher Morgenwick
- 2) Recommend approval of the following substitute nurse: Joan Ryan
- 3) Recommend approval of the non-tenured non-instructional staff for the 2019-2020 school year with 2% increase as follows:

Jenn Graff	33,660.00
Brian Burton	66,300.00
Pricilla Health	35,611.85
Anthony Cekada	33,558.00
Linda Tellis (part-time)	17,806.45

- (3A) Recommend approval of updating the base salary of Lynn Regalbuto increased by 2%, reflecting total compensation as follows:

Base 2018-2019	\$47,226.00
2% Increase	<u>944.52</u>
2019-2020 Base Salary	48,170.52
Child Study Team Stipend	<u>6,000.00</u>
Total	<u>\$54,170.52</u>

- 4) Recommend approval of the Child Study Team staff for the 2019-2020 school year with 2% increase as follows:

Joelle Tenaglia	\$57.97/hour
Rose Rhine	50.41/hour
Mollie Amato	485.91/day

(5A) Recommend approval of the following employment contracts, pending approval by the Atlantic County Department of Education – Executive County Superintendent:

Joseph Rodio – Business Administrator - \$74,908.80. Salary adjusted to allow for a 4-day work week, with 10 days of vacation. (Addendum #B)

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

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

Reorganization

A. Adopt resolution to appoint Board Solicitor:

Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, Parker McCay is hereby appointed Board Solicitor for the period July 1, 2019 through June 30, 2020 at a base monthly charge not to exceed \$750/month for monthly meeting attendance and general legal advice. Labor Negotiations and specific employee grievances, litigation, special education matters and attendance at special meetings will be subject to \$175.00 per hour.

B. Adopt resolution to appoint Treasurer of School Monies

Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that Debra D’Amore be and is hereby appointed Treasurer of School Monies for the period July 1, 2019 through June 30, 2020.

C. Adopt resolution to appoint School Board Auditor

Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that Ford Scott & Associates, LLC be hereby appointed School Board Auditor for the period July 1, 2019 through June 30, 2020 at the rate of \$12,000. (Increase from 2018-2019 from \$11,000.)

D. Adopt resolution to appoint Architect of Record

Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that FVHD Architects be hereby appointed Architect of Record for the period July 1, 2019 through June 30, 2020.

E. Adopt resolution for Banking Services

Be it resolved, that the Newfield National Bank be designated as the official depository for the Estell Manor Board of Education, Atlantic County. Be it further resolved, that the following bank accounts are hereby approved for the deposit of school monies at Newfield National Bank with signors notated:

Name	Act Number	Signors
General	###1643	Treasurer, SBA, Pres
Payroll	###1650	Treasurer, SBA, Pres
Agency	###1668	Treasurer, SBA
Donation	###1676	SBA
Student Activities	###1684	CSA & SBA
Unemployment	###1692	SBA
Cafeteria	###1700	Treasurer
Flex Spend Acct	###1718	SBA
Before/After School	###1726	CSA & SBA
Capital Projects	###1585	Treasurer, SBA
Playgroup Account	###8925	SBA

F. Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that Atlantic County Record, Vineland Times Journal and The Atlantic City Press be and are hereby designated as the official newspapers of the Board of Education.

G. Approve the establishment of a petty cash fund of \$250 for the 2019-20 school year.

H. Approve the adoption of policies currently in effect during the current school year.

I. Approve the adoption of curriculum and textbooks currently in effect for the 2019-20 school year:

Language Arts, Mathematics, Science, Social Studies, Health, Physical Education, Music, Art, Technology, 21st Century Learning, and World Language all in compliance with the New Jersey State Learning Standards. (Update will be provided throughout the year, as necessary.)

J. Approve the following school district officials for the 2019-20 school year:

- Public Agency Compliance Officer – J.Rodio
- Custodian of Records (OPRA) – J.Rodio
- 504 Officer – Joelle Tenaglia
- ADA Compliance Officer – Joelle Tenaglia
- Affirmative Action Officer – Joelle Tenaglia
- District Liaison for Missing and Abused Children – Dianna Abraham
- Homeless Liaison – Dianna Abraham
- District Anti-Bullying Coordinator – Dianna Abraham
- School Anti-Bullying Specialist/Investigator – Jill Kuppel
- Integrated Pest Management Coordinator – Brian Burton
- Indoor Air Quality Designee – Brian Burton
- Chemical Hygiene Officer – Brian Burton
- Right to Know Officer – Brian Burton
- Title IX Coordinator – Dianna Abraham

- Asbestos Management Officer – Brian Burton
- School Safety Specialist – Dianna Abraham & J.Rodio

K. To adopt all existing policies, rules, and bylaws of the Board of Education now standing for the 2019-20 school year.

L. To approve collection of mandated and permitted pupil records as per N.J.A.C. 6:3-6.3(a)2 for the 2019-2020 school year.

M. To approve travel expenses for the 2019-20 school year as per Policy 9250 and Contract.

N. To recognize the Estell Manor Education Association as the bargaining unit for the 2019-20 school year.

O. To approve following tax shelter annuity companies/brokers for the 2019-20 school year for employee deductions from employees' paychecks:

Tax Shelters- Lincoln Investments, Metlife, Travelers and TSA Consulting Group, Inc. for Third Party Administrator services.

Disability Insurance – AFLAC and American General

529 Plan – College America program administered by Allen & Assoc.

P. To approve the NJ Minimum Standard Chart of Accounts for Schools for 2019-2020.

Q. To approve the Business Administrator to make payments on behalf of the Board of Education when such payments ensure the health and safety of students and staff or ensure the orderly operation of the school.

R. To approve the Business Administrator and Purchasing Agent, to award contracts up to the bid threshold of \$29,000 and to establish a quote threshold of \$4,350.

S. To approve the authorization of the Business Administrator to wire transfer funds between the Board of Education bank accounts as necessary.

T. To approve granting the Superintendent authority to administer personnel matters when necessary as prescribed by law.

U. To approve all job descriptions in effect as of reorganization date.

Committee Meetings/Info

Committee Minutes – Personnel – May 1, 2019 (Attachment #19)

Committee Minutes – Policy – May 8, 2019 (Attachment #20)

MOTION: To approve the following Minutes. Motion: S.Ferrari Second: A.Gray Motion carried unanimously.

Approval of Regular Meeting Minutes

Public Meeting: April 24, 2019 (Attachment #21)

Special Public Meeting: May 13, 2019 (Attachment #22)

Executive Session Meeting: N/A

Correspondence Items - None

Old Business – None

New Business – B.Seelman suggested that we consider some level of basic substitute training that includes basic logistics, like lockdowns, etc.

MOTION: To open Public Comment.

Motion: S.Ferrari Second: A.Gray, all in favor, no one opposed. Time 8:25 P.M.

MOTION: To close Public Comment

Motion: S.Ferrari Second: B.Seelman, all in favor, no one opposed. Time 8:25 P.M

MOTION: To adjourn.

Motion: S.Ferrari Second: A.Gray Motion carried unanimously. Time 8:25P.M.

Next Scheduled Meeting Date: Wednesday June 26, 2019