

**ESTELL MANOR BOARD OF EDUCATION  
REGULAR MEETING  
WEDNESDAY November 28, 2018 - 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, November 28, 2018 at the Estell Manor Elementary School. The meeting was called to order at 7:00 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 (7:25PM)	X
Sarah Ferrari	X
Alicia Gray	X
Kathy Mimler	X
Dianna Abraham, Superintendent	X
Joseph Rodio, SBA/Board Secretary	X
Michael Coskey, Solicitor	X

Prior to opening up to public comment, Dianna Abraham indicated that the December 2018 Meeting date is being changed to Monday, December 17<sup>th</sup> at 7:00PM.

**Public Comments**

**MOTION: To open Public Comment.**

**Motion: S.Ferrari Second: K.Mimler, all in favor, no one opposed. Time 7:01 P.M.**

Sarah Sharpe indicated that there are baby fish in the fish tank.

Michelle Buchanan indicated that her son has tried to use the bus, however, is not happy when the bus driver is not a familiar face, such as Mr. Gallagher.

Dianna Abraham indicated that as of 11/20, Ed Norton would be the permanent driver of Bus #5.

As of 11/28, Bus #4 and #5 are being combined. When this becomes permanent, the parents will be notified.

Kristine Kelly indicated that she was also here for a bus update, and happy to hear that Ed Norton would be the permanent driver of Bus #5. She indicated that she continually tries to contact Gladys from Sheppard, who seems to be missing in action. She is hopeful that the school bus situation will be dealt with more advanced planning for next year.

Robyn Eccles indicated that she appreciates the progress relative to the substitute nurse situation.

**MOTION: To close Public Comment**

**Motion: A.Gray Second: S.Ferrari, all in favor, no one opposed. Time 7:10 P.M.**

**Superintendent Report**

Enrollment Information 2018-2019

\*Updated to reflect ASSA filing to be submitted by December 3, 2018.

	Sep-18	Oct-18 *	Nov-18
Estell	182	182	182
Buena HS	34	38	38
ACIT HS	26	24	24
Choice to OC HS	9	9	9
Charter HS	1	1	1
Choice to Upper	2	2	2
ACSSSD	2	2	2
Upper	1	1	1
Total	<u>257</u>	<u>259</u>	<u>259</u>

Superintendent’s Report

November 28, 2018

1. Drills:
  - a. Fire evacuation - Monday 10/29/18: evacuation time 1:24
  - b. Fire Evacuation – Wednesday 11/28/18: evacuation time 1:12
2. Buses:
  - a. As of Nov. 20, Route 5 has a permanent driver.
  - b. The question of whether buses 4 and 5 will be combined permanently is still being addressed. The bus company is currently saying that it is a day-to-day decision whether they will be combined or not. I have expressed to them how unfair this is to parents and requested that they be permanently combined so that we can notify parents of a reliable time that their children will be dropped off.
3. Use of parking lot for the Holiday Parade on Dec. 1: I heard from Lisa Perillo today that if the parade gets cancelled due to bad weather on Saturday, it will not be rescheduled. Only the tree lighting will be rescheduled.

4. Grandparent’s Day Nov. 21 – estimated over 100 grandparents attended
5. Concern has been expressed about vehicles traveling out the entrance during dismissal and during student drop off. It has been addressed with staff. Some of the concern relates to deliveries and trash pickup.
6. Upcoming Events:
  - a. Nov. 30 is Family Quizzo night sponsored by the Education Association (**postponed**)
  - b. Starting Dec 12 – HSA Holiday Shop
  - c. Dec. 13 is the Holiday Concert
7. Young Audiences Creativity Consultant Project presentation – Kim Moore

**MOTION: To approve the Curriculum & Student Affairs items (Items 1 a., b. & c.; as well as 2. And 3.) Motion: K.Mimler Second: A.Gray**

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

A. Curriculum & Student Affairs

- 1) Recommend approval of the following field trips:
  - a. ACIT Middle School Girls Basketball Tournament – Tuesday December 4<sup>th</sup> – Friday December 7<sup>th</sup>. Each team is guaranteed 2 games. Game times will be 6:15PM and 7:30PM, schedule to be determined. Cost is \$125.00 per team.
  - b. (AC Rescue Mission, visit AC Fire House & Chick-fil-A – Student Council, date TBD, chaperoned by S. Sharpe and K. Morgenweck (Addendum A)

2) Recommend approval of the nurse’s report for September 2018 (Attachment #1)

(3A) Recommend approval of the following Professional Development (Addendum B)

(4A) Recommend approval of the following HIB report that was reported and investigated by Mrs. Abraham:

2018-19-6 No evidence of HIB found.

(5A) Recommend approval for the Young Audiences Creativity Consultants Project.

**MOTION: To approve the following Policy item. 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	Absent	

B. Policy

- (1) Recommend approval of the 2nd reading of the following policy:
  - a. Policy 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (Attachment #2)

Brianne Seelman arrived at 7:25PM.

**MOTION: To approve the Finance items. 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	

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 July 31, 2018 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 September 2018.

**Board of Education Monthly Financial Certification:**

The Board Secretary recommends the Board certify that according to the Board Secretary's Certification as of September 30, 2018, 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 September 2018. (Attachment #3)

(2) Recommend approval of the October 2018 proposed expenditures of \$235,728.65 (Attachment #4)

(2A) Recommend approval of additional October 2018 proposed expenditures of \$36,280.73. (Addendum C)

(3) Recommend approval of the attached budget transfers for year-to-date September 2018 (Attachment #5)

(4) Recommend approval of the Nutri-Serve Financial Report for October 2018, which reflects a net income \$1,585.84 for the month, and a year-to-date loss of (\$334.96.) (Attachment #6)

(5) Recommend approval of the Staffing Agreement with Wright Choice for Home Health Care, LLC for the purpose of substitute nursing services through June 30, 2019 at an hourly rate of RN \$49.00/hour and LPN \$39.00/hour. (Attachment #7)

(6) Recommend approval of renewing the Staffing Agreement with Delta-T Group for the purpose of substitute nursing services through June 30, 2019 at an hourly rate of \$37.50/hour. (Attachment #8)

(7) Recommend approval of renewing the Staffing Agreement with Bayada for the purpose of substitute nursing services through June 30, 2019 at an hourly rate of \$55.00/hour. (Attachment #9)

(8) Recommend approval of the 2018-2019 Joint Transportation Agreement with Atlantic County Special Services School District (ACSSSD) for the transportation of two students for \$47,964.90. (Attachment #10)

(9) Recommend approval of the 2018-2019 Snow Removal Contract with J.W. Lloyd Lawncare & Landscaping. (Attachment #11)

(10) Recommend approval of the Comprehensive Maintenance Plan and the Annual Maintenance Budget Amount Worksheet (Form M-1) and recommend authorization for the School Business Administrator to file the plan and worksheet with the County per *N.J.A.C. 6A:26A*. (Attachment #12)

(11) Recommend approval of the NJEA Indemnification Agreement submitted by Parker McCay (Attachment #13)

**MOTION: To approve the following Facilities item.**

**Motion: S.Ferrari Second: B.Seelman**

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

D. Facilities Report

(1) Monthly Report (Attachment #14)

(2A) Recommend approval of the following use of facility for WACYL for basketball (Addendum D)

**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.**

**S.Ferrari Second: B.Seelman, all in favor, no one opposed. Time 7:35 P.M.**

**No action was taken.**

**MOTION: To resume Open Public Session.**

**Motion: S.Ferrari Second: B.Seelman Motion carried unanimously. Time 7:55 P.M.**

**MOTION: To approve the following Personnel items 1, 2a, 3A and 4A 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	

E. Personnel

(1) Recommend approval of the substitute list, updated to include substitute nurse agency (Attachment #15)

(2) Recommend approval of the following CEFM tuition reimbursement requests;  
a. Brian Burton \$504.00 (Attachment #16)

(3A) Recommend approval of the following boys' basketball stipend position, pending fingerprinting/background check as well as coordination of schedule with his work schedule.  
Ryan Rothstein

(4A) Recommend approval of the following boys' baseball stipend position:

Ken Morgenweck

**MOTION: To approve the following Personnel item on Addendum 2B 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	

(2A) Recommend approval to reimburse Priscilla Heath currently for tuition costs presented in December 2017 in the amount of \$2,056.00 to be paid in December 2018; with the balance of tuition costs in the amount of \$1,933.00 to be reimbursed in July 2020 as long as Priscilla Heath is still employed in the district as of June 30, 2020.

Original request – December 2017 - \$2,056.00, updated request \$3,989.00 to include all 7 courses taken to date. (Addendum E)

**Committee Meetings/Info**

K.Mimler indicated that she would like to see us continue to pursue all avenues relative to the busing, including requesting a potential hearing. (We need to better understand that option.)

**MOTION: To approve the following Minutes. Motion: B.Seelman Second: S.Ferrari  
Motion carried unanimously.**

**Approval of Regular Meeting Minutes**

Public Meeting: October 24, 2018 (With revision as suggested by K.Mimler)

Executive Session Meeting: Executive Session – October 24, 2018

**Correspondence Items**

(1) Letter from City of Estell Manor accepting conditions of Use of Facility request for parade. (Attachment #19)

(2) Letter from State of New Jersey to Bonnie Barbetto (Attachment #20)

(3) Vote Results

Kathy Mimler 407

Sarah Ferrari 394

Write-ins 6

(4A) Letter from Senator Van Drew (Addendum F)

**Old Business - None**

**New Business – None**

**MOTION: To open Public Comment.**

**Motion: B.Seelman Second: K.Mimler, all in favor, no one opposed. Time 8:10 P.M.**

No public comment.

**MOTION: To close Public Comment**

**Motion: B.Seelman Second: K.Mimler, all in favor, no one opposed. Time 8:10 P.M**

**MOTION: To adjourn.**

**Motion: B.Seelman Second: K.Mimler Motion carried unanimously. Time 8:10 P.M.**