

Call to Order

The Estell Manor Board of Education held a regular meeting on Wednesday, May 24, 2017 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, Bonnie Barbetto, led the Flag Salute.

Roll CallPresent:

Bonnie Barbetto, President
Brienne Seelman, Vice President
John Cressey, Board Member
Kathy Mimler, Board Member
Sarah Ferrari, Board Member

Also Present:

Robert Garguilo, Interim CSA
Abromo Vallese, Interim Business Administrator/Board Secretary
Kayleen Egan, Esq. of Parker McCay

Public Comment

MOTION: To Open Public Session. Motion Mrs. Mimler Second: Mr. Cressey. Motion carried unanimously. (7:01 pm)

No public comment.

MOTION: To close Public Session. Motion Mrs. Mimler Second: Mr. Cressey. Motion carried unanimously. (7:01 pm)

Mr. Garguilo gave a demonstration on the Shared 911 Communications System. It is a secure way of communicating with staff during times of a lockdown or crisis. The School will do a test of the system on Friday, May 26, 2017. Mr. Garguilo is negotiating with the vendor to get a free 5 year contract if he can sign up other school districts.

Reorganization

On a motion by Mrs. Mimler, Second by Mr. Cressey approval of the following Reorganization items. Mrs. Seelman recommended item L be tabled and approved at the August meeting. The other Board Members agreed to table item L. Motion was carried unanimously on a roll call vote except for item L.

- 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, 2017 through June 30, 2018. (Attachment #1)
- 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, 2017 through June 30, 2018.

- C. Adopt resolution to appoint School Board Auditor
Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that James Preziosi of Preziosi & Associates be and is hereby appointed School Board Auditor for the period July 1, 2017 through June 30, 2018 at the rate of \$9,100.00. (Same conditions and fee as 2016-17)
- D. Adopt resolution to appoint Insurance Broker
Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that ACCASBOJIF be and is hereby appointed Insurance Broker for the period July 1, 2017 through June 30, 2018.
- E. Adopt resolution to appoint Risk Management Consultant
Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that Dennis Brown of Glenn Insurance is hereby appointed Risk Management Consultant for the period July 1, 2017 through June 30, 2018 at the rate of \$825/year.
- F. Adopt resolution to appoint School Physician
Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that Dr. Olabode Ogidan of Vineland Pediatrics be and is hereby appointed School Physician for the period July 1, 2017 through June 30, 2018 at the annual rate of \$1,200.
- G. 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 Prog	###1726	CSA & SBA
Capital Projects	###1585	Treasurer, SBA
Playgroup Account	###8925	SBA

- I. 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.
- J. Approve the establishment of a petty cash fund of \$250 for the 2017-18 school year.
- K. Approve the adoption of policies currently in effect during the current school year.
- L. Approve the adoption of curriculum and textbooks currently in effect for the 2017-18 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 Core Content and State Curriculum Standards.
- M. Approve the following school district officials for the 2017-18 school year:
- Public Agency Compliance Officer – SBA
 - Custodian of Records (OPRA) – SBA
 - 504 Officer – Joelle Tenaglia
 - ADA Compliance Officer – Joelle Tenaglia
 - Affirmative Action Officer – Joelle Tenaglia

- District Liaison for Missing and Abused Children – CSA
 - Homeless Liaison – CSA
 - District Anti-Bullying Coordinator – CSA
 - School Anti-Bullying Specialist/Investigator – Jill Kuppel
 - Integrated Pest Management Coordinator – Charles Scheaffer
 - Indoor Air Quality Designee – Charles Scheaffer
 - Chemical Hygiene Officer – Charles Scheaffer
 - Right to Know Officer – Charles Scheaffer
 - Title IX Coordinator – CSA
 - Asbestos Management Officer – Charles Scheaffer
- N. To adopt all existing policies, rules, and bylaws of the Board of Education now standing for the 2017-18 school year.
- O. To approve collection of mandated and permitted pupil records as per N.J.A.C. 6:3-6.3(a)2 for the 2017-2018 school year.
- P. To approve travel expenses for the 2017-18 school year as per Policy 9250 and Contract.
- Q. To recognize the Estell Manor Education Association as the bargaining unit for the 2017-18 school year.
- R. To approve following tax shelter annuity companies/brokers for the 2017-18 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
- S. To approve the NJ Minimum Standard Chart of Accounts for Schools for 2017-2018.
- T. 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.
- U. 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.
- V. To approve the authorization of the Business Administrator to wire transfer funds between the Board of Education bank accounts as necessary.
- W. To approve the schedule of tax levy payments for the 2017-18 school year. (Attachment # 2)
- X. To approve granting the Superintendent authority to administer personnel matters when necessary as prescribed by law.
- Y. To approve all job descriptions in effect as of reorganization date.

Superintendent Report

Staff:

Joe Rodeo's contract – Is on agenda for approval tonight
Secretary position – Need a Personnel Committee Meeting
Joyce's retirement – Will have her come to June meeting for recognition.

Students:

8th grade Academic Recognition – Will be recognized at a dinner and at graduation
Theo Philips Black belt accomplishments – He is 3rd grade, will be recognized on School TV, Thursday.
Baseball trip update – Trip tomorrow

Programs:

Play Group update – Have only six signed up. June Meeting will be cutoff to determine if the program will be held next school year.
Strategic Plan update – Provided update and a copy for Board to take home and read. Believes Board can do plan without NJSBA.

QSAC action plan update – Will go over next week and gather data to prepare action plan. Plan has to be in by July.

Summer Programs – All programs can be funded out of NCLB Except for Drama Class.

Summer work schedule – Four-day workweek, closed on Friday, work one hour more each day. Start schedule third week in June.

School calendar for 17-18 – On agenda for approval. Short Spring Recess.

Share 911 initial launch – Presentation provided earlier in meeting.

Choice update – Bill being posted today. Includes adjustments in aid.

PARCC update – Testing went very well. Thanked Ms. Abraham and teachers for their hard work.

Apple licensing issue – district had only two licenses. Need more licenses and service agreement.

Enrollment Info 2016-2017

	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June
Estell	169	172	172	169	170	173	173	175		
Buena	24	24	26	26	25	25	25	25		
ACIT	43	43	43	43	44	44	44	43		
Choice to OC	6	6	6	6	6	6	6	6		
Upper	1	1	1	1	1	1	1	1		
ACSSSD	4	4	4	4	4	4	4	4		
Yale NF	1	1	1	1	1	1	1	1		
Charter HS	2	2	2	2	2	2	2	2		
TOTAL	250	253	255	253	253	256	256	257		

Recommendations of the Superintendent

On a motion made by Mrs. Ferrari and seconded by Mrs. Mimler, the following curriculum recommendations were unanimously approved by the board on a roll call vote.

A. Curriculum and Student Affairs

(1) Recommend approval of the travel expenses and fees for the attached conferences and workshops for staff, administration and board members as per State regulation N.J.S.A. 18A:19-1. (Attachment #3)

(2) Recommend approval of the monthly nursing report from school nurse, Mrs. Nancy Wanner. (Attachment #4)

(3) Recommend approval of the attached field trips. (Attachment #5)

(4) Recommend approval of the 2017-2018 School District Calendar. (Attachment #6)

(5) HIB Report: Case # 2016-17-2, investigated and found to be Non-HIB.

DISCUSSION: There was a question on the Green Camp. Mrs. Sharpe stated that the students would be maintaining the garden and the fish tank throughout the summer.

B. Policy

Mr. Garguilo said he had copies of two new policies and one revised that need to be on the agenda for next month for approval.

C. Finance

MOTION: The following Finance motions were made by Mrs. Mimler and seconded by Mrs. Seelman. Motions were carried unanimously on a roll call vote.

- (1) The April financial reports will be provided next month.
- (2) Approval of Expenditures (Attachment # 7)
Recommend approval of expenditures for May 2017 in the amount of \$201,705.63.
- (3) Budget Transfers
The April Transfer reports will be provided next month.
- (4) Cafeteria Financial Statements and Reports (Attachment # 8)
Recommend acceptance and approval of Nutri-Serve Cafeteria Financial Statement report for April 2017. The net income for April is -\$231.72. Year to date deficit is -\$1,273.97.
- (5) Recommend to establish the cafeteria prices for the 2017-18 school year.
Recommendations are due to low enrollment and making the program self-sufficient.
New price recommendations:
Student Breakfast – 1.30 (.05 increase)
Student Lunch- \$2.90 (.10 increase)
Milk - \$0.60 (no increase)
Teachers Breakfast - \$2.00 (no increase)
Teacher Meal - \$3.75 (.25 increases)

DISCUSSION: There was discussion on how we might get those students who qualify for free or reduced lunch participate but do not because of the stigma of doing so.

D. Facilities Report

MOTION: The following Facilities motion was made by Mrs. Mimler and seconded by Mrs. Ferrari. Motion was carried unanimously on a roll call vote.

- (1) Recommend approval of the report of the Facilities Manager (Attachment # 10)

E. Personnel Section

MOTION: The following Personnel motions were made by Mrs. Ferrari and seconded by Mr. Cressey. Motions were carried unanimously on a roll call vote.

- (1) Recommend approval of the Employment Contract for School Business Administrator/Board Secretary with Joseph A Rodeo for the 2017-18 School Year at an annual salary of \$80,000.00. (Attachment # 10)

(2) Recommend approval of the attached list of substitutes for the 2017-18 School Year.
(Attachment # 11)

(3) Recommend approval of the 2017-18 substitute rates:

Teacher	60 credits	\$	90.00
Teacher	Certified		110.00
Aides			12.93
Sec/Clerk			12.93
Custodian			12.68
Nurse			210.00

(4) Recommend approval of Ellen Fatcher, certified teacher, to conduct incoming kindergarten assessments at the contractual rate of \$34.50.

(5) Recommend approval of the Employment Contract Robert A. Garguilo as Superintendent from July 1, 2017 to June 30, 2018

DISCUSSION:

There was a question of when kindergarten assessments were going to be done. Mrs. Fatcher said it was being conducted on June 15 and 16.

Other Items/Committees

Committee Meetings/Info

No reports.

Approval of Regular and Executive Meeting Minutes

Motion: Mr. Cressey and Second: Mrs. Ferrari. Motions were carried unanimously on a voice vote.

Public Meeting: April 26, 2017 (Attachment # 12)

Executive Session Meeting: March 15, 2017

Executive Session Meeting: April 26, 2017

Correspondence Items

None

Old Business

Solar Project – Mr. Vallese advised the Board that no bids were received for a consultant for the District proposed solar project. Mr. Garguilo explained the problems the Folsom School District ran into during their project. After further discussion, it was agreed not to proceed with the solar project at this time considering the changes that will occur in the next year with the BA and superintendent positions and the need for continuity to proceed and complete such a project.

New Business

- Discussed the possibility of holding Board Meeting at 5pm during the summer.
- NJSBA Rep will attend June meeting.
- Board discussed doing the Superintendent evaluation and the Board Self-Evaluation.

Public Comment

MOTION: To Open Public Session. Mrs. Mimler Second: Mrs. Seelman. Motion carried unanimously. (8:14 pm)

Mrs. Sharpe invited anyone present who wanted to participate on the staff volleyball or softball events to join in. She also stated there would not be makeup games for cancelled sports events.

MOTION: To close Public Session. Mr. Cressey Second: Mrs. Ferrari. Motion carried unanimously. (8:16 pm)

Adjournment

Motion: Mr. Cressey Second: Mrs. Seelman. Motion was carried unanimously by a voice vote. Time: 8:17 pm.

Respectfully Submitted,

Abromo L Vallese
Interim Business Administrator/Board Secretary

Next Scheduled Meeting Dates:
Wednesday, June 28, 2017