

**ESTELL MANOR BOARD OF EDUCATION  
REGULAR MEETING  
WEDNESDAY, December 13, 2017 - 7:00 P.M. – BOARD CONFERENCE ROOM**

**Call to Order**

The Estell Manor Board of Education held a regular meeting on Wednesday, December 13, 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 Call**

Present:

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

Also Present:

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

**Public Comment**

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

No public comment.

**MOTION: To Close Public Session. Motion Mr. Cressey Second Mrs. Ferrari. Motion carried unanimously. (7:01 pm)**

**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: To adopt the above Resolution.

**Motion: Mr. Cressey Second: Mrs. Ferrari Motion carried unanimously. Time: 7:02 pm**

**Resume Open Public Meeting**

**Motion: Mrs. Mimler Second: Mrs. Ferrari Motion carried unanimously. Time: 7:40 pm**

**Superintendent Report**

1. JIFF Awards – Estell Manor received \$2,250 in Safety Incentive/Financial Excellence.
2. CAP Program conclusion
3. ESSA Grant final approval
4. Choice update
5. Policy update
6. Upcoming Mission Trip
7. Food Drive, Giving Tree, Children’s Hospital
8. Discussion of purchasing 5 - Promethian 70 inch white boards.

Enrollment Information 2017-2018

	Sep-17	Oct-17	Nov-17	Dec-17
Estell	183	184	184	184
Buena	21	21	21	21
ACIT	37	37	37	37
Choice to OC	6	6	6	6
Charter HS	1	1	1	1
Oakcrest HS	1	1	1	1
ACSSSD	3	3	3	3
Upper	1	1	1	1
Yale NF / Buena	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	<u>254</u>	<u>255</u>	<u>255</u>	<u>255</u>

**Recommendations of the Superintendent**

**On a motion made by Mrs. Seelman and seconded by Mrs. Mimler, the following curriculum and student affairs items were approved by the Board on a unanimous roll call vote.**

Curriculum & Student Affairs

- 1) Recommend approval of the November 2017 Nurse's Report from Nancy Wanner (Attachment #1)
- 2) Recommend approval of the attached field trips (Attachment #2)
- 3) Elaine Baker is requesting approval to have the Boy's and Girl's Cross Country teams entered into the Cape Atlantic League next Fall. This will allow them to have a full league schedule which would include 3-5 home meets and 3-5 away meets. This request is for the Board to cover the cost of bussing for up to five (5) away meets. Team shirts will continue to be provided by the Education Association, and any transportation costs above the five meets would be covered by the team's collective fundraising efforts. The initial year of the program had about 30 participants, and the season was deemed a very successful season. It is anticipated that the program participation will grow next year. (This item is informational only. No funding was approved at this time.)

**On a motion made by Mrs. Mimler and seconded by Mr. Cressey, the following Policy recommendation was approved by the Board on a unanimous roll call vote.**

- 1) Head Lice Policy – second and final reading was approved. (Attachment #3) Correction was made to reflect Atlantic County, not Cumberland County. Additionally, language referencing CSA was inserted on page 2.

**On a motion made by Mrs. Barbetto and seconded by Mrs. Mimler, the following Finance recommendations were approved by the Board on a unanimous roll call vote. (Exception – K. Mimler & J. Cressey abstained relative to their reimbursement of travel expenses to the School Board Convention.)**

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 October 31, 2017 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 October 2017.

**Board of Education Monthly Financial Certification:**

The Board Secretary recommends the Board certify that according to the Board Secretary's Certification as of October 31, 2017, 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 October 2017. (Attachment #4 & #5)

(2) Approval of Expenditures

Recommend approval of expenditures for November 2017 for \$347,287.37

Attachment #6)

Recommend approval of additional expenditures for November 2017 for \$2,861.43

(Addendum 2A.)

(3) Budget Transfers

Recommend approval of transfers for October 2017 (Attachment #7)

(4) Cafeteria Financial Statements and Reports

Net Loss for the month of November 2017 is (\$765.66,) Y-T-D loss is (\$3,042.72.) (Addendum 4A)

(5) Approval is being requested for the 2017-2018 Special Education Tuition Contract

Agreement with Upper Township Board of Education for one student for a total of \$34,491.40.

(Attachment #8)

(6) Approval is being requested for a Special Education Tuition Contract with Buena Regional

School District for one student that is currently attending Yale, and will be attending Buena

Middle School for the remainder of the 2017-2018 school year, at an estimated cost of \$18,500

for the 2017-2018 school year, prorated. (Attachment #9)

(7) Approval of the 2016-17 Comprehensive Financial Report (CAFR)

Recommend approval and acceptance of the 2016-17 school district's CAFR as presented by Jim

Preziosi, CPA of Preziosi, Nicholson & Associates. (Summary Audit – Attachment #10)

(8) Approval of 2016-17 Corrective Action Plan

Recommend approval and acceptance of the 2016-17 corrective action plan.

**Finding 2017-1 CAFR:**

The District did not obtain proper approval for general fund appropriation account transfers that on a cumulative basis exceeded ten percent (10%) of the amount included in the budget certified for taxes. This finding is repeated from prior year.

**Recommendation:**

Executive County approval must be granted in compliance with N.J.A.C. 6A:23A-13.3(g) for any transfer from an advertised appropriation account, which is cumulative more than ten percent (10%) of that amount.

**Corrective Action:**

The District Administration is meeting with County Business Administration to discuss procedural process relative to this finding. The District Administration will comply with this requirement.

**Finding 2017-2 AMR**

There was one instance where New Jersey sales tax was paid on a purchase made by the District.

**Recommendation:**

The District should review their procedure for notifying vendors of the District's exemption from New Jersey sales tax.

**Corrective Action:**

The District Administration agrees and will implement this recommendation.

**Finding 2017-3 AMR**

It was noted that payments for legal services were inconsistent with the terms of the legal service contract.

**Recommendation:**

The District should review all billings for legal services and remit payment in accordance with the terms of the legal service contract.

**Corrective Action:**

The District Administration agrees and will implement this recommendation.

**On a motion made by Mrs. Mimler and seconded by Mrs. Seelman, the following Facility recommendation was approved by the Board on a unanimous roll call vote.**

Facilities Report

- 1) Facility Report (Attachment #11)

**On a motion made by Mrs. Mimler and seconded by Mrs. Ferrari, the following Personnel recommendations was tabled and assigned to the Board's Personnel Committee on a unanimous roll call vote.**

- 1) Tuition reimbursement is being requested by Priscilla Health for the following courses towards the Certified Educational Facilities Manager (C.E.F.M) Certification (Attachment #12):

Environmental Code Compliance & Sustainability (\$778)  
Preventative Maintenance (\$550)  
Financial Management & Purchasing (\$483)  
Energy Management (\$245)

**On a motion made by Mrs. Brianne Seelman and seconded by Mr. Cressey, the following Personnel recommendations were approved by the Board on a unanimous roll call vote.**

Personnel

- 1) Recommend approval of posting the following employment opportunity –
  - a. Before or After School Literacy Tutor (30 minutes, 3 times per week) at a compensation rate of \$34.50/hour.
- 2) Recommend approval of the following substitute custodian:  
Marcelo Sanchez

**Committee Meetings/Info**

**Approval of Regular Meeting Minutes**

**Motion: Mrs. Ferrari and seconded by Mrs. Mimler. Motion carried.**

Public Meeting: November 15, 2017

Executive Session Meeting: November 15, 2017

**Correspondence Items**

**Old Business**

**New Business**

**Public Session**

**MOTION: To Open Public Session. Motion Mrs. Seelman Second Mrs. Mimler. Motion carried unanimously. (8:17 pm)**

**MOTION: To Close Public Session. Motion Mrs. Seelman Second Mr. Cressey. Motion carried unanimously. (8:21 pm)**

**Adjournment**

**Motion: Mrs. Seelman Second: Mrs. Ferrari Motion carried unanimously. Time: 8:21 pm**

**ESTELL MANOR BOARD OF EDUCATION  
REGULAR MEETING – EXECUTIVE SESSION  
WEDNESDAY, December 13, 2017 - 7:00 P.M. – BOARD CONFERENCE ROOM**

**EXECUTIVE SESSION MINUTES – (7:01-7:40)**

**Attendees in Executive Session: Mrs. Barbetto, Mrs. Seelman, Mr. Cressey, Mrs. Ferrari and Mrs. Mimler, (as well as Mr. Garguilo, Mr. Rodio and Ms. Egan)**

NJSBA Field Representatives Mary Walker and Terri Lewis provided the applications that were received for Superintendent and discussed the remaining search timelines. No action was recommended and no action was taken.

**TO BE RETURNED AFTER MEETING!**