

The Estell Manor Board of Education held its regular meeting on Wednesday, January 27, 2016 at the Estell Manor Elementary School. The meeting was called to order at 6:30 p.m. by Board President, Bonnie Barbetto.

Call to Order

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.

Open Public Meeting
Announce-ment

The Flag Salute was led by the President, Bonnie Barbetto.

Flag Salute

Present – John Cressey, Brianne Seelman, Mrs. Barbetto, Mrs. Mimler, Noelle Jacquelin, Superintendent and Rose Millar, Business Administrator/Board Secretary, Brett Gorman of Parker McCay were also present.

Roll Call

MOTION: A motion was made by Mr. Cressey and seconded by Mrs. Seelman to appoint new board member, Sarah Ferrari, effective today through December 31, 2016.

Open Seat (one year term - 2016 election will be for 2 year term)

Brett Gorman, Board Solicitor, administered the Oaths of Office to newly appointed Board Member Mrs. Sarah Ferrari.

Attorney discussed annual mandated topic: School Ethics Act - Policy 9000 and 9010 “Role of the Board” and “Role of the Member”

Code of Ethics

Reading and Discussion of the New Jersey School Board Members’ Code of Ethics to new Board Member.

18A:12-24.1 Code of Ethics for School Board Members

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.

e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.

f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.

h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

i. I will support and protect school personnel in proper performance of their duties.

j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

L.2001,c.178,s.5.

Board Member Recognition Month – Resolution Presentation

MOTION: To Open Public Session. Ms. Seelman Second: Mr. Cressey. Motion carried unanimously. (6:50 pm)

Teresa Gellura, President of the HSA, spoke about field trips and the history for the HSA’s contribution towards the transportation for them. The HSA would like to use its funds in a different way to benefit the students. She asked that the Board look into taking over the busing costs for the 2016-17 school budget. Mrs. Millar stated that the budget process is heavily starting now. Mrs. Barbetto stated that she recalls when the Board needed the funds and that it was never intended to be a permanent procedure that the HSA pay for busing.

MOTION: To close Public Session. Ms. Mimler Second: Ms. Seelman. Motion carried unanimously. (7:13 pm)

Superintendent Report of Informational Items

1. Enrollment Info 2015-16

	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June
Estell	169	174	173	171						
Buena	33	32	32	32						
ACIT	53	49	48	48						
Choice to OC	4	4	4	4						

Home Instr	0	0	0	0						
ACSSSD	4	4	4	4						
Yale Medford	0	0	0	0						
Yale NorthFld	1	1	1	1						
Charter HS	2	1	1	1						
TOTAL	263	265	263	261						

November - Student Attendance

Possible Days for students: 17

Percentage of Absences: 3.96%

Total Absences: 116

Average Daily Attendance: 165.24

2. Drills:

Fire 01/07/16; Lockdown 1/22/16

3. Other Items

- A. Budget Process
- B. PARCC Training and Review of Results 1/15/16. Coordinated by Mrs. Baker and Mrs. Abraham.
- C. College Fair at Stockton
- D. City of Estell Manor correspondence dated December 21, 2015, granting our request to install additional fencing around playground area.
- E. Indoor garden materials en route. Our school is the recipient of \$1,500 to purchase these materials. Coordinated by Mrs. Sharpe.
- F. Wetlands Institute Scholarship Application. Approval has been granted. Our school will be the recipient. Coordinated by Ms. Bashenko
- G. Drug and Alcohol Prevention Program scheduled for February. Community request follow-up.
- H. Career Fair at Estell Manor. Coordinated by Mrs. Kuppel.
- I. Construction update.
- J. Teacher of the Year—Congratulations to Ellen Fatcher. Eligibility criteria
- K. Correspondence from HSA

Recommendations of the Superintendent

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

A. Curriculum and Student Affairs

(1). Field Trips

Recommend the approval of the following field trips:

None at this time

(2). Nurse's Monthly Report

- a. Recommend approval for Nurse Wanner's monthly student health report.

(3). Professional Development

Recommend approval of professional development activities:

Date	Teacher	Workshop Content	Cost
2/ 29 /16	Jamison	Guided Reading	*Funded through NCLB
2/ 29 /16	Mattera	Guided Reading	*Funded through NCLB
3/1/16	Abraham	DOE PARCC Training	No cost

(4). HIB Reports: 2015-16-5. Deemed non-HIB by Mrs. Kuppel. Administration concurred.

(5) Recommend approval of the Safe Routes to School Resolution

(6) Recommend approval of the Environmental Education Scholarship from the Wetlands Institute.

DISCUSSION: Mrs. Mimler asked about Safe Routes. Mrs. Sharpe commented that it is a \$1,000 grant – with a contest to demonstrate safety – students receive tickets and can win a free bike. They plan to distribute bikes helmets to promote safety. An assembly will be scheduled for students' participation.

B. Policy

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

Recommend approval of the following policies *Third Reading*
4112.8/4212.8 Nepotism

DISCUSSION: None

C. Finance

MOTION: The following Finance motions were made by Mrs. Ferrari and seconded by Mrs. Mimler. Motions were carried unanimously on a roll call vote. Mrs. Barbetto and Mrs. Mimler abstained from item #2 Approval of Expenditures for payments to themselves.

(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 December 31, 2015, 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 December 2015.

Board of Education Monthly Financial Certification: (Attachment # 7)

The Board Secretary recommends the Board certify that according to the Board Secretary's Certification as of December 2015, 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 December 2015.

(2) Approval of Expenditures (Attachment # 8)

Recommend approval of expenditures for December in the amount of \$199,666.30 and addendum bills of \$3,290.42.

(3) Budget Transfers (Attachment #9)

Recommend approval of transfers for the month of December 2015.

(4) Cafeteria Financial Statements and Reports (Attachment # 10)

Recommend acceptance and approval of Nutri-Serve Cafeteria Financial Statement report for December 2015. The net income for December is \$-320.06. (The year to date deficit as of December 31, 2015 is -\$2,255.38)

Discussion: Mr. Cressey inquired about Treasurer Report and the balances of the accounts. Mrs Millar responded and explained.

D. Facilities Report

The following Facilities motions were made by Ms. Mimler and seconded by Mr. Cressey. Motions were carried unanimously on a roll call vote.

Facilities Report

(1) Director of Facilities Reports

Informational: Safety Committee meeting minutes

Discussion: Mrs. Sharpe talked about the safety committee minutes and stated there are no problems with food and drink in the gym during games. Mr. Cressey asked about how many paid coaches there are who would watch a student who got hurt in a game. Mrs. Sharpe stated that perhaps an assistant coach position would help with any potential issues. Mrs. Jacquelin stated that the personnel committee could look into that idea. Mrs. Mimler inquired about carbon monoxide detectors in the building. Mrs. Jacquelin stated that we have them in place.

E. Personnel

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

1. Recommend approval, with regret, the resignation of Kimberly Reger as art teacher effective January 28, 2016. (Attachment# 15)
2. Recommend approval of salary guide movement for teacher, Sarah Sharpe, to BA+30.
3. Recommend approval of custodian, Linda Tellis, as part time (50%) custodian effective February 1, 2016 at the annual rate of \$16,450 (prorated for February 1, 2016 through June 30, 2016).
4. Recommend approval of certified and criminal history approved art teacher Julie Casper-Tippy effective January 28 through June 30, 2016 at 40% (2 days per week) of BA step 1 \$21,260.80 prorated. (Attachment #16)
5. Recommend approval of certificate holding (Elementary, Health, PE, TOSD) criminal history approved substitute Brooke Buckley.
6. Recommend approval of unused sick pay for retiring employee, June Heath (start date 9/1/89), as follows:
143 sick days x 1/3 = 47.67 days
2015-16 salary \$43,819.45/260=\$168.54 per diem pay
\$168.54 x 47.67 days = \$8,034.30 total due (budgeted for the 15-16 budget)
7. Recommend approval of unused sick pay for retiring employee, James Petitt (start date 9/1/89), as follows:
90.5 sick days x 1/3 = 30.17 days
2015-16 salary \$67,830.71/260=\$260.89 per diem pay
\$260.89 x 30.17 days = \$7,871.05 total due (budgeted for the 15-16 budget)
8. Recommend approval of unused vacation pay for retiring employee, June Heath (start date 9/1/89), as follows. 3.5 vacation days x \$ 168.54 = \$589.89
9. Recommend approval of unused vacation pay for retiring employee, James Petitt (start date 9/1/89), as follows. 15 vacation days x \$260.89 = \$3,913.35
- (10). Recommend approval of criminal history approved Julie Casper-Tippy as substitute custodian for the remainder of the 2015-16 school year.
- (11). Recommend approval of criminal history approved Charles Scheaffer as Facilities Manager effective March 1, 2016 (or earlier if released from his current contract) through June 30, 2016 at the annual salary of \$64,500.prorated

DISCUSSION: Mr. Cressey inquired as to the start date of Mr. Scheaffer. Mrs. Jacquelin stated that it is as soon as he can get released from his current employer.

F. Other Items/Committees

Correspondence:

Homeless letter from Atlantic County Office of Education

Committees – to be established at a later date. Except for Mr. Cressey as the Buena Regional School representative and Mrs. Mimler as the School Boards Delegate.

Approval of Minutes

Motion made by Mr. Cressey and seconded by Ms. Seelman to approve regular and executive minutes of the December 16th. Mrs. Barbetto and Mrs. Mimler and Mrs. Ferrari abstained.

Old Business –

The Board requests a special board meeting with the architect, John J Veisz of FVHD. Publicly advertised evening meeting needed. Look into switching the NJSBA roles and responsibilities and ethics training to the same evening if possible.

Mr. Cressey requested that the Administration, on behalf of the Board, distribute a questionnaire to all staff members and parents. A motion was made by Mr. Cressey and seconded by Mrs. Seelman and a unanimous roll call vote by the Board to move forward with the questionnaire.

The Weymouth School District suggestion of shared services ideas will go to the future planning committee when established.

New Business

Mrs. Jacquelin gave an update of her professional development Superintendents conference in Orland Florida. She discussed concepts such as ST math and various organizations, neuro based programs, Universal Design through Learning.

The Board requested that the statement “*Board members are requested to submit “New Business” items to the BOE President at least one week prior to the scheduled meeting date” be removed from future agendas.*

Mrs. Mimler asked about parent pick up and the number of students picked up daily vs the number of parking spaces.

It was stated that dumpsters are blocking parking spaces. Mrs. Millar will look into this with the city.

The Board requested a building wide schedule of the use of the classrooms.

Snow removal: The Board requested that a letter be drafted to the city council from the administration on behalf of the board in reference to confirming that the school would like to continue using the city for snow removal and not outside sources. It was requested that the following **statement be added, “The City of Estell Manor shall be responsible for any snow removal by plow for the Estell Manor School. No private contractor shall be hired for any snow removal without prior consent of the Estell Manor BOE.**

MOTION: To Open Public Session. Mr. Cressey Second: Ms. Mimler. Motion carried unanimously. (8:15 pm)

Mrs. Mashura stated that she is fully in favor of parking options for parent pick up. She has a very large vehicle and feels unsafe parking at the school during parent pickup. She questioned how many choice students will be in kindergarten next year. Mrs. Jacquelin stated that apprx 8 kindergarten choice for 16-17. Mrs. Sharpe informed everyone that at 2:30pm on Monday 2/1/16, there will be a pep rally and all board members are invited to attend.

MOTION: To close Public Session. Ms. Seelman Second: Ms. Ferrari.
Motion carried unanimously. (8:20 pm)

Adjourn:

MOTION: To adjourn the meeting. Mrs. Seelman Second: Mrs. Ferrari.
Motion carried unanimously. Time: 8:20 PM
Respectfully Submitted,

Rose M. Millar, Business Admin/Board Secretary