

The Estell Manor Board of Education held its regular meeting on Wednesday, November 23, 2015 at the Estell Manor Elementary School. The meeting was called to order at 7:00 p.m. by Board President, Marty Klosek.

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
Announcement

The Flag Salute was led by the President, Marty Klosek.

Flag Salute

Present – Marty Klosek, John Cressey Brianne Seelman, Leah McDonnell (arrived 7:05), Noelle Jacquelin, Superintendent and Rose Millar, Business Administrator/Board Secretary, Brett Gorman Esq. of Parker McCay were also present. Absent was Robert Kellner.

Roll Call

MOTION: To Open Public Session. Ms. Seelman Second: Mr. Cressey. Motion carried unanimously. (7:01 pm)
No one spoke

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

Superintendent Report of Informational Items

1. Enrollment Info 2015-16

	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June
Estell	169	174								
Buena	33	32								
ACIT	53	49								
Choice to OC	4	4								
Home Instr	0	0								
ACSSSD	4	4								
Yale Medford	0	0								
Yale NorthFld	1	1								
Charter HS	2	1								
TOTAL	263	265								

September - Student Attendance

Possible Days for students: 17 Percentage of Absences: 2.86%
Total Absences: 82 Average Daily Attendance: 163.412

October - Student Attendance

Possible Days for students: 20 Percentage of Absences: 4.80%
Total Absences: 165 Average Daily Attendance: 163.75

2. Drills:

Fire 11/16/15; Lockdown 11/13/15

3. Other Items

- A. HSA will hold the Holiday Shoppe December 9th-11th. Set up with be December 8th.
- B. The Title I Comparability application for the district was approved by the New Jersey Department of Education on 10/20/15.

- C. Library Update—The new Follett Destiny Web-based system is nearly in place and the new computer is set up for book distribution.
- D. Student Council will host a festive Holiday Dance on Friday, December 18, 2015.
- E. **Veterans' Day Program November 11th** and World War II Veterans' Visit November 16th
- F. **Upcoming exciting events: Grandparents' Day and EMEA** Breakfast November 25th, Cape May MAC Victorian Holiday Events December 11th, and Emlen Physick Estate Trip December 17th for 5th-8th grades. All MAC events are FREE of charge. The Holiday Concert is December 10th at 7:00 p.m.
- G. Conferences went well. Report cards were distributed November 16th.
- H. The annual audit was completed. Many thanks to Mrs. Millar and Mrs. Heath.
- I. Correspondence from Mr. Frampu. (Attachment # 1)
- J. Algebra I results

Recommendations of the Superintendent

MOTION: The following Curriculum and Student Affairs motions were made by Mr. Cressey and seconded by Ms. McDonnell. 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:

- a. Rowan University Engineering Trip; date TBD in spring.
Host: Mrs. Kuppel.
- b. Levoy Theater "The Shoemaker" for grades K-4
December 15, 2016, at 10:30. Cost: Ticket \$8.00 plus transportation.
- c. Levoy Theater *Harriet Tubman* for grades 5-8 March 3, 2016, at 10:30. Cost: Ticket \$8.00 plus transportation.

(2). Fundraisers/Grant Requests

Recommend the approval of the following fundraisers on school grounds:

- a. None at this time.

(3). Nurse's Monthly Report

- a. Recommend approval for Nurse Wanner's monthly student health report. (Attachment #2)

(4). Professional Development

Recommend approval of professional development activities:

Date	Teacher	Workshop Content	Cost
12/9/15	Nancy Wanner	Spec Ed Laws Made Simple	\$359.00
12/14/15	Maria Malkin	Meeting Rigorous State Standards for Opinion/ Argument Writing	\$239.00
1/27/2016	Brendan Smith	Atlantic Care Healthy Schools: Kinesthetic Classroom	\$30.00

Recommend approval of the change in date from October to January regarding the District Administration Leadership Institute conference previously BOE approved. Ms. Jacquelin could not

attend in October due to the building project. No cost to the district. Travel, conference fees, and hotel paid for by the institute.

(5). HIB Reports: 2015-2016-2 (Non HIB); 2015-2016-3 (Non HIB); 2015-2016-4 (Non HIB) (Attachments #3, 4, & 5)

DISCUSSION: Ms. McDonnell thanked the board and administration for all the great theatre field trips. Mr. Klosek inquired about the Algebra 1 results. Advise more on the numbers after additional results are received.

B. Policy

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

Committee Meeting held November 18th. Committee members report out. (Attachment #6)

Recommend approval of the following policies *First Reading* (Atchmnt #6a)
4112.8/4212.8 Nepotism

DISCUSSION: Ms. Jacquelin summarized the updated policy. Mr. Cressey discussed that more changes may be coming to the Nepotism policy in the near future. Mr. Cressey stated that a questionnaire could be helpful in determining what committees members can participate in. Mr. Gorman stated that the changes have come from the advisory.

C. Finance

MOTION: The following Finance motions were made by Mr. Cressey and seconded by Ms. McDonnell. Motions were carried unanimously on a roll call vote. Tabled items are noted. Mr. Cressey and Ms. Seelman 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 October 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 October 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 October 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 October 2015.

(2) Approval of Expenditures (Attachment # 8)

Recommend approval of expenditures for November in the amount of \$832,931.20

Fund 10	\$2,782.00
Fund 11	154,876.46
Fund 20	7,097.78
Fund 30	664,182.34
Fund 60	3,992.62

Mr. Cressey and Ms. Seelman abstained from item #2 Approval of Expenditures for payments to themselves.

(3) Budget Transfers (Attachment #9)

Recommend approval of transfers for the month of October 2015.

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

Recommend acceptance and approval of Nutri-Serve Cafeteria Financial Statement report for October 2015. The net income for October is \$-598.41. (The year to date deficit as of October 31, 2015 is -\$3,603.60)

(5) Recommend approval of 2015-16 tuition contract (revised language) with Buena Regional School District as follows. Language in contract updated as previously requested. (Attachment #11)

Grade	# Students	Rate	Total
9-12 Students	34	12,800.00	\$ 435,200.00
Self Contained	0	21,326.15	-
Resource Room	0	24,416.53	-
MD	1	25,000.00	25,000.00
Prior Year Adjustments	2011-2012		-117,017.00
	2012-2013		-241,373.63
	2013-2014		-76,809.37
	2013-2014		-50,000.00
		Net 15-16 payment due	\$0.00

Deferred Adjustment Due to Estell 16-17 \$186,576.68

(6) **RESOLUTION AUTHORIZING THE ISSUANCE OF AN AMOUNT NOT EXCEEDING \$783,994 PROMISSORY NOTES OF THE BOARD OF EDUCATION OF THE CITY OF ESTELL MANOR IN THE COUNTY OF ATLANTIC, NEW JERSEY**

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE CITY OF ESTELL MANOR IN THE COUNTY OF ATLANTIC, NEW JERSEY AS FOLLOWS:

Section 1. Pursuant to Title 18A, Education, of the New Jersey Statutes, N.J.S.A. 18A:22-44.1 and in anticipation of the receipt of a grant from the New Jersey Schools Development Authority awarded pursuant to the provisions of the *Educational Facilities Construction and Financing Act*, N.J.S.A. 18A:7G-1 *et seq.*, there are hereby authorized to be issued

promissory notes to be called "grant anticipation notes" of The Board of Education of the City of Estell Manor in the County of Atlantic, New Jersey (the "Board") in an amount not exceeding \$783,994. The proceeds of such notes shall be applied only to purposes of the school district's school facilities project for which the grant was awarded, pursuant to a bond proposal approved by the voters of the Estell City School District at the annual school election on November 4, 2014.

Section 2. The following matters in connection with the notes are hereby determined:

(a) All notes issued hereunder shall mature at such times as may be determined by the Business Administrator/Board Secretary, provided that no note shall mature later than one year from its date of original issuance;

(b) All notes issued hereunder shall bear interest at such rate or rates as may be determined by the Business Administrator/Board Secretary, such rates not to exceed 6% per annum;

(c) The notes shall be in the form determined by the Business Administrator/Board Secretary and the Business Administrator/Board Secretary's signature upon the notes shall be conclusive as to such determination;

(d) Notes issued hereunder may be renewed from time to time, provided however that such renewal is issued after July 1 and before January 1 of any fiscal year.

Section 3. The Business Administrator/Board Secretary is hereby authorized and directed to determine all matters in connection with the notes not determined by this or a subsequent resolution, and the Business Administrator/Board Secretary's signature upon the notes shall be conclusive as to such determination.

Section 4. The Business Administrator/Board Secretary is hereby authorized to sell the notes from time to time at public or private sale in such amounts as the Business Administrator/Board Secretary may determine at not less than par and to deliver them from time to time to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof and payment therefor.

Section 5. The Business Administrator/Board Secretary, in connection with other professionals of the Board acting under the Business Administrator/Board Secretary's direction, is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document for the Board, as it may be so updated from time to time, to be distributed in connection with the sale of obligations of the Board. The Business Administrator/Board Secretary is hereby authorized to execute such disclosure document on behalf of the Board.

Section 6. Any instrument issued pursuant to this resolution shall be a general obligation of the school district. The full faith and credit of the school district are hereby pledged to the punctual payment of the principal of and the interest on the obligations.

Section 7. The Board hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986, as amended, in order to preserve the exemption from taxation of interest on the notes, including, if necessary, the requirement to rebate all net investment earnings on the gross proceeds above the yield on the notes.

Section 8. The Business Administrator/Board Secretary is authorized and directed to report in writing to the Board at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this resolution is made, such report to include the amount, the description, the interest rate and the maturity of the notes sold, the price obtained and the name of the purchaser.

Section 9. This resolution shall take effect immediately.

Discussion: Mr. Klosek confirmed that the Buena tuition contract had the revised language. Mr. Klosek inquired about last year's cafeteria deficit. Ms. Millar stated that cafeteria has outstanding balance of over \$350 from students and that this will be addressed.

D. Facilities Report

The following Facilities motions were made by Ms. McDonnell and seconded by Ms. Selman. Motions were carried unanimously on a roll call vote. Tabled items are noted. Ms. Seelman abstained from HSA's facility request.

Facilities Report

(1) Director of Facilities Reports (Attachment #12)

(2) Recommend approval of the following Use of Facilities Applications

Requested By: City of Estell Manor – Municipal Alliance
 Use: Volleyball
 Dates: March 8, 15, 22; April 5, 12, 19, 26; May 3, 10, 17, 24 (Tuesdays)
 Times: 6:30PM – 9:00PM
 Rooms: Gym
 Fee: None
 Proof of Ins: Yes

Requested By: Estell Manor Home and School Association
 Use: Holiday Shoppe
 Dates: December 9 – 11 various times
 Rooms: Art Room
 Fee: None
 Proof of Ins: N/A

E. Personnel

The following Facilities motions were made by Mr. Seelman and seconded by Ms. McDonnell. Motions were carried unanimously on a roll call vote. Tabled items noted

1. Recommend approval of criminal history approved substitute teacher Renee Stewart for the 2015-16 school year.
2. Recommend approval to accept, with deep regret, the resignation and retirement of Ms. June Heath effective January 31, 2016. (Attachment #13)
3. Recommend approval to accept, with deep regret, the resignation and retirement of Mr. James Petitt effective January 31, 2016. (Attachment #14)
4. Recommend approval pending criminal history, Allison Dilkes as substitute secretary and as substitute teacher for the 2015-16 school year.
5. Recommend approval pending criminal history, Kayla Hutchison as substitute secretary and substitute classroom aide for the 2015-16 school year.
- TABLED 6. Recommend approval of _____ as coach for boys' basketball for the 2015-2016 season.
7. Recommend criminal history approved Jack Reid as substitute classroom aide.

8. Recommend criminal history approved Linda Tellis as substitute custodian.

DISCUSSION: Mr. Cressey inquired about ordering leaves for our retiring employees. Mr. Gorman stated that no motion is need for the leaves. Mr. Klosek inquired about the posting for the positions.

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.

Policy issue

MOTION: To adopt the above Resolution. Ms. McDonnell Second: Ms. Seelman. Motion carried unanimously. (7:25 PM)

CLOSED SESSION

MOTION: To resume Open Public Meeting. Ms. McDonnell Second: Ms. Seelman. Motion carried unanimously. (7:28 PM)

Motion made by Ms. McDonnell and seconded by Mr. Cressey to approve Patrick Spears **as coach for boys' basketball** for the 2015-2016 season.

Motion made by Ms. McDonnell and seconded by Mr. Cressey to approve James DiCarlo as volunteer coach for **boys' basketball** for the 2015-2016 season.

F. Other Items/Committees

Committee members to speak for brief updates if needed

Architect and Contractor meeting report from 11-19-2015.

Approval of Minutes

Motion made by Ms. Seelman and seconded by Ms. McDonnell (roll call vote - unanimous) to approve regular minutes of the October 28th (Attachment # 15). Verbal revisions stated

Old Business – Mr. Cressey inquired about the geothermal needs and annual contract. Ms. Millar stated that it has been taken care of.

New Business None

MOTION: To Open Public Session. Ms. McDonnell Second: Ms. Seelman.
Motion carried unanimously. (8:40 pm)

Mr. Klosek inquired to Kindergarten teacher, Ellen Fatcher, about the sound/noise level of the new HVAC Airedale units. Mrs. Fatcher stated that the new unit seem efficient, it is louder than her old unit and consistently blows air. It was stated that prior to contractors leaving, we should have an overall inspection of the units and the sound rate should be determined.

MOTION: To close Public Session. Ms. McDonnell Second: Ms. Seelman.
Motion carried unanimously. (8:45 pm)

Adjourn:

MOTION: To adjourn the meeting. Ms. McDonnell Second: Ms. Seelman.
Motion carried unanimously. Time: 7:45 PM

Respectfully Submitted,

Rose M. Millar, Business Admin/Board Secretary