

The Estell Manor Board of Education held its regular meeting on Wednesday, August 26, 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
Announce-ment

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

Flag Salute

Present – Marty Klosek, Leah McDonnell, John Cressey Brianne Seelman, Noelle Jacquelin, Superintendent and Rose Millar, Business Administrator/Board Secretary, Cameron Morgan, Esq. of Parker McCay were also present. Absent was Board Member, Robert Kellner.

Roll Call

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

Executive Session

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.

TABLED -Contractual Estell Manor Education Association's "Sidebar Agreement"

Superintendent's evaluation (Attachment # 1)

Horizon BCBS (Attachment #2)

MOTION: To adopt the above Resolution. Mr. Cressey Second: Mr. Klosek. Motion carried unanimously. (7:02 PM)

CLOSED SESSION

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

Public Discussion:

MOTION: To open meeting for public discussion. Ms. McDonnell Second: Ms. Seelman Motion carried unanimously. (7:29 pm)

- No one spoke

Open Public Session

MOTION: To close meeting to public discussion. Ms. McDonnell Second: Ms. Seelman. Motion carried unanimously. (7:29 pm)

Superintendent Report of Informational Items

1. Enrollment Info 2014-15

	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June
Estell	167	167	165	163	163	163	164	164	164	164
Buena	43	45	45	45	46	46	46	45	45	45
ACIT	45	45	43	43	42	42	42	42	42	42
Choice to OC	3	3	3	3	3	3	3	3	3	3
Home Instr	1	1	1	1	1	1	1	1	1	1
ACSSSD	4	4	4	4	4	4	4	4	4	4
Yale Medford	0	0	0	0	0	0	0	0	0	0
Yale NorthFld	1	1	1	1	1	1	1	1	1	1
Charter HS	3	3	3	3	3	3	3	3	3	3
TOTAL	264	266	262	260	260	260	261	263	263	263

2. Drills: None to report

Drills

3. Other Items

- A. ESEA Title I "School-Parent Compact" and "Title I Parental Involvement Notification Requirements for Districts/Schools" (Attachment # 3)
- B. Social Studies textbook review (Attachment #4)
- C. Lowe's Toolbox for Education Grant
- D. "Sustainable Jersey Schools" school information sent
- E. NCLB Consolidated Application FY 2016 approval (Attachment #5)
- F. 2014-2015 School Self-Assessment for determining HIB Grades completed
- G. Ms. Jacquelin's Second Annual Ocean City boardwalk trip to Castaway Cove—THURSDAY, August 27, 2015. Cost per person \$13.00. HSA will cover a portion of the cost for free and/or reduced lunch students up to \$250.00. Any remaining HSA funds will off-set costs for all other participants (less \$3.00).
- H. Security Plan Update Committee
- I. Mission Statement with necessary Twenty-First Century skills (Attachment # 6)

Other Items

Recommendations of the Superintendent

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

Recommendations

A. Curriculum and Student Affairs

(1). Field Trips

Recommend the approval of the following field trips:

- a. None at this time

Curriculum and Student Affairs

(2). Fundraisers

Recommend the approval of the following fundraisers on school grounds:

- a. Drama Club Fundraisers—"Fun Pasta" average price \$6.00-\$7.00 September/October; Candy/Snack Sale afterschool and during basketball average price \$.50-\$2.00/Chick-Fil-A sale \$4.00; Daddy-Daughter/Mother-Son

Dance Friday, October 2nd with the theme of “Neverland” for lower grades; Chick-Fil-A “Spirit Night” late September/late October (two dates TBD)

(3). Nurse’s Monthly Report

- a. None at this time

(4). Professional Development

Recommend approval of professional development activities:

- a. “School Safety and Security Conference” New Jersey Prosecutor Offices to be attended by Dianna Abraham and Elaine Baker 8:30-12:30 (Cost: \$34.50 per hour/travel from EMSD)
- b. “Superintendents’ Summit” Administrative Leadership Institute October 6-9 (Cost: Free; only 70 superintendents in U.S.)
- c. SPELL JIF Joint Retreat for School Business Administrator, Rose Millar, on September 24 and 25 in Cape May, NJ – No cost to the Board.

(5) HSA Events: Meetings—9/8, 10/5, 11/9, 12/7, 1 /4, 2/1, 3/7, 4/4, 5/2, 6/6; Kids Stuff Fundraiser—September 15-29; Book Fair—September 16-18; Halloween Costume Swap—September 18; Fall Clothing Drive—October 3; Scripts—October through December; Baked Goods for Grandparents’ Day November 25; Holiday Gift Shop—December TBD; Soup-er Bowl Soup Off and Basket Raffle—January 29; Talent Show Auditions—March 8; Talent Show—March 18; Easter Bunny Visit—March 24; Square One—date TBD; Teacher Appreciation Luncheon—May 3; Spring Clothing Drive and Community Yard Sale—May 14; Donuts for Dads—June 10 (Facilities Use Forms will be forthcoming)

DISCUSSION: Mr. Cressey requested the breakdown of ACIT vs. Buena students for the 9th grade. Mr. Cressey inquired about the Superintendents’ Summit (item 4b). Ms. McDonnell inquired about choice and open seats.

B. Policy

MOTION: The following Curriculum and Student Affairs motions were made by Mr. Klosek and seconded by Ms. McDonnell. Motions were carried unanimously.

Recommend the approval of the second reading of the following policies: (Attachment #5)

- a. 6145.1/6145.2--Intramural Competition; Interscholastic Competition
- b. 4222—Non-Instructional Aides
- c. 4123—Classroom Aides
- d. 4115—Supervision
- e. 5141.21—Administering Medication

C. Finance

MOTION: The following Finance motions were made by Ms. McDonnell and seconded by Mr. Cressey. Motions were carried unanimously on a roll call vote.

(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, 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 July 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 July 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 July 2015.

(2) Approval of Expenditures (Attachment # 8)

Recommend approval of expenditures dated July 31, 2015 in the amount of \$409,965.03

Fund 10 \$1,414.00

Fund 11 136,967.88

Fund 20 3,664.00

Fund 30 262,596.32

Fund 60 5,322.83

(3) Budget Transfers (Attachment # 9)

Recommend approval of transfers for the month of July 2015.

(4) Recommend approval to pay Horizon Blue Cross Blue Shield of New Jersey \$11,361.00 owed for prescription coverage balances due dating back from 2013. (The original amount owed was \$18,934.95).

(5) Recommend approval of the 2015-16 transportation contract with Weymouth School District for transportation to the YALE school for one student in Northfield NJ in the amount of \$18,900 (\$105/day for 180 school days).

(6) Recommend approval of the 2015-16 tuition contract with the Atlantic County Special Services School District for the extended school program in the amount of \$110/day for 20 school days for a total of \$2,200 per student.

Discussion: Ms. McDonnell inquired about the number of students attending Atlantic County Special Services.

D. Facilities Report

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

Facilities Report

TABLED (1) Director of Facilities Reports – no report this month

DENIED (2) The Board formally rejected the request for Use of Facilities as stated below due to safety reasons because of the ongoing facilities project at the school.

Requested By: WACYL

Use: Soccer

Date/Times: 8/29/15 – 10/31/15 5:30 – 8:30 pm

Rooms: Fields

Fee: None

REQUEST DENIED BY THE BOARD – for safety reasons

Discussion: Mr. Cressey inquired about the school facility being ready for the school year to start on time.

E. Personnel

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

Personnel

TABLED (1) Recommend approval of Estell Manor Education Association's Sidebar Agreement

TABLED (2) Recommend approval of salary guide movement for 2014-15 and 2015-16 for teacher Lauren Dormanan to BA+30 (retro for 14-15).

(3) Recommend acceptance of the resignation of David Livsey as long term replacement substitute teacher (Attachment #10).

(4) Recommend approval of Shera Somerville as long term replacement substitute teacher from September 1 until November 30, 2015. Step I prorated.

(5) Recommend approval of Superintendent Evaluation.

(6) Recommend approval of Diane Boyer, RN, as substitute nurse pending recognition of criminal history archive documentation.

(7) Recommend approval of Cynthia Reid as substitute custodian pending recognition of criminal history archive documentation.

(8) Recommend approval of Megan DeGraaf as instructional aide.

(9) Recommend approval of revised job description for Custodian. (Attachment #11)

(10) Recommend approval of Stockton University student, Shannondoah Gandy, to observe classes for fieldwork (#12)

(11) Recommend criminal history approved Sabrina Fuddy as substitute teacher.

DISCUSSION: Mr. Cressey asked about the #4 above and the employee's aid position. Ms. McDonnell inquired about #8 above.

F. Other Items/Committees

Planning Meeting Minutes (Attachment #13)

Approval of Minutes

Motion made by Mr. Cressey and seconded by Ms. Seelman (roll call vote) to approve updated minutes of the regular June 2015 minutes (Attachment #14) and the regular session on July 22, 2015 (Attachment # 15)

Mr. Klosek abstained from the July 22nd minute approval

Ms. McDonnell abstained from the June

Old Business

Preschool Playgroup Concept – Planning Committee members gave a synopsis of the Planning Meeting that took place on August 3, 2015 with the State of NJ Department of Children and Families Office of Licensing.

Ms. Seelman inquired about the Wildcats' Den program and the procedures for registration. Mr. Cressey stated that it was important to try to market the program for it to succeed with enrollment numbers and financial stability.

New Business

Board members are requested to submit "New Business" items to the BOE President at least one week prior to the scheduled meeting date.

Mr. Cressey discussed a letter from Senator Van Drew about broadband services and rural Atlantic County. It was requested that a letter of support be sent from administration.

Board Self Evaluation was discussed. Action will take place at the September 23rd meeting to finalize Board goals.

Mr. Cressey inquired about Federal Title I funding in recent years and reductions of budgeted funding.

MOTION: To Open Public Session. Ms. McDonnell Second: Mr. Cressey. Motion carried unanimously. (9:09 pm)

Ms. Mimiler thanked the Board and Administration for researching the logistics of the playgroup program possibility. She also stated that communication has been better and felt the public would benefit from distribution of committee minutes. She also verified that the recent HSA requests were in fact approved by the Board.

MOTION: To close Public Session. Ms. McDonnell Second: Mr. Kellner. Motion carried unanimously. (9:11 pm)

Adjourn:

MOTION: To adjourn the meeting. Ms. Seelman Second: Ms. McDonnell. Motion carried unanimously. Time: 9:12 PM

Respectfully Submitted,
Rose M. Millar, Business Admin/Board Secretary