

The Estell Manor Board of Education held its regular meeting on Wednesday, June 24, 2015 at the Estell Manor Elementary School. The meeting was called to order at 6:30 p.m. by Board President, Martin 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, Martin Klosek.

Flag Salute

Present – Martin Klosek (via phone), Robert Kellner, John Cressey Brianne Seelman, Brett Gorman, Solicitor, Noelle Jacquelin, Superintendent and Rose Millar, Business Administrator/Board Secretary were also present. Absent was Leah McDonnell.

Roll Call

Executive Session

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.

Confidential Student Matter/H.I.B. Appeal
Employee Matter / Donaldson Hearing

MOTION: To adopt the above Resolution. Mr. Klosek Second: Ms. Seelman. Motion carried unanimously. (6:31 PM)

Closed Session

CLOSED SESSION

MOTION: To resume Open Public Meeting. Mr. Klosek Second: Mr. Cressey. Motion carried unanimously. (7:25 PM)

Public Discussion:

MOTION: To open meeting for public discussion. Ms. Seelman Second: Mr. Cressey Motion carried unanimously. (7:26 pm)

MOTION: To close meeting to public discussion. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously. (7:26 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	
Buena	43	45	45	45	46	46	46	45	45	
ACIT	45	45	43	43	42	42	42	42	42	
Choice to OC	3	3	3	3	3	3	3	3	3	
Home Instr	1	1	1	1	1	1	1	1	1	
ACSSSD	4	4	4	4	4	4	4	4	4	
Yale Medford	0	0	0	0	0	0	0	0	0	
Yale NorthFld	1	1	1	1	1	1	1	1	1	
Charter HS	3	3	3	3	3	3	3	3	3	
TOTAL	264	266	262	260	260	260	261	263	263	

2. Attendance for May

Student Attendance –

Possible Days for students: 20
Total Absences: 191

Percentage of Absences: 5.82%
Average Daily Attendance: 154.45

Attendance for
May

Staff Attendance: Total Absences: 16 Certified Staff: Total Absences: 14
Percentage of Occasional Absence: 4.17%
Non-Certified Staff: Total Absences: 2

3. Drills: Fire drill – May 5, 2015 @ 9:10 am - 82 sec
Lock down - May 26, 2015 @ 3:13 pm - 60 sec.
Fire drill - June 11, 2015 @ 1:02 pm - 99 sec.
Shelter in place - June 18, 2015 @ 2:15pm - 89 sec.
Bus Evacuations – May 8, 2015 – Five buses 8:35– 8:51 am

Drills

4. Other Items

- A. New Jersey Department of Education School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act* Summary Report and Core Elements documentation (Attachment # 1)
- B. S.A.T. Classes-- Two weeks Monday through Wednesday 11:30am to 2:30 pm the weeks of June 29 and July 6. \$390.00 tuition and a book fee of \$95.00 for a total \$485. For Estell Manor School District students who are in high school, the cost will be \$125.00 total for the first fourteen students who apply including books. Cost will be reduced thanks to prior bequest. Applications still available.
- C. New "Family Crisis Law" transportation information (Attachment #2)
- D. School Safety Team for Bullying Awareness & Prevention Meeting Agenda (Attachment #3)
- E. Academic Excellence Brunch June 3, 2015
- F. Graduation and end of year activities

Recommendations of the Superintendent

MOTION: The following Curriculum and Student Affairs motions were made by Mr. Cressey and seconded by Ms. Seelman. 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. None at this time

(2). Fundraisers

Recommend the approval of the following fundraisers on school grounds:

- a. HSA towels (\$8.00) and sunglasses (\$3.00) sale
- (3). HIB Report
 - a. 2014-15-9 Investigated and found to be non-HIB by J. Kuppel; Request to accept HIB incident report.
- (4). Nurse's Monthly Report for May 2015
Recommend approval of the Nurse's monthly report. (Attach #4)
- (5). Professional Development
Recommend approval of professional development activities:
 - a. Jill Kuppel to participate in ASCA National Conference June 28- July 1, 2015 Cost is \$399.00.
- (6) Recommend approval of the New Jersey Department of Education School Self- Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act* Summary Report and Core Elements documentation for submission to the DOE.

B. Policy

None

C. Finance

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

Board Secretary's Certification:

Pursuant to Administrative Code, *N.J.A.C. 6A: 23A16.10(c)(3)* I certify that as of May 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 May 2015.

Board of Education Monthly Financial Certification: (Attachment #5)

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

(2) Approval of Expenditures (Attachment # 6)

Recommend approval of expenditures for the month of May 2015 as listed.

Fund 10	\$4,791.00
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Fund 11	\$192,329.15
Fund 20	\$1,084.00
Fund 30	\$121.38
Fund 60	<u>\$4,052.59</u>
Total	\$202,378.12

(3) Budget Transfers (Attachment # 7)
 Recommend approval of transfers for the month of May 2015.

(4) Cafeteria Financial Statements and Reports (Attachment # 8)

Recommend acceptance and approval of Nutri-Serve Cafeteria Financial Statement report for May 2015.

Month	Net Income Current MTD / last yr	Net Income Current YTD / last yr
May	\$407.87/ \$-908.94	\$-3,859.08/- \$2,027.84

(5) Deposit Funds to Capital Reserve

Recommend approval of Resolution to deposit up to \$200,000 into the Capital Reserve Account at the close of the 2014-2015 budget subject to final audit review during the 2014-15 audit process.
Please Note: Amounts will be provided at the formal board meeting. Balances are being evaluated and the auditor is assisting in the process.

(6) Recommend acceptance of the 2015-16 IDEA Grant award allocations as follows:

IDEA-Basic	\$58,619
IDEA-preschool	\$1,553

(7) Recommend acceptance of the 2015-16 NCLB Grant award allocations as follows:

NCLB Title I	\$45,329
NCLD Title II	\$11,258

(8) Recommend approval of the 2015-16 shared services transportation agreement with Cape May County Shared Services to be used as an on needed basis.

(9) Recommend approval of the 2015-16 itinerant services agreement with Cape May County Special Services to be used as an on needed basis.

(10) Recommend approval of ACCASBOJIF Premium Payment:
 Recommend approval of payment for first installment for ACCASBOJIF for 2015-2016 school district insurance in the amount of \$18,256 due July 15th. (2015-16 full premium = \$23,564)

(11) Recommend renewal of contract with Parker McCay for the 2015-16 school year for legal services. (Attachment #9)

(12) Recommend approval of the 2015-16 itinerant services agreement with Atlantic County Special Services to be used as an on needed basis.

D. Facilities Report

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

Facilities Report

- (1) Director of Facilities Reports (Attachment #10)
- (2) Building Project Update

E. Personnel

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

- (1) Recommend approval of County approved School Business Administrator contract renewal for the 2015-16 school year in the amount of 84,200. (Attachment # 11)
- (2) Recommend approval of Treasurer of School Monies, Debra D'Amore, contract renewal for the 2014-15 year in the annual amount of \$3,293.75 (retro to be paid) and 2015-16 school year in the annual amount of \$3,409.03.
- (3) Recommend approval of Supervisor of Special Education, Joelle Tenaglia, contract renewal 2015-16 school year in the amount of \$53.56 per hour.
- (4) Recommend approval of June Heath, Administrative Secretary, contract renewal for the 2014-15 year in the amount of \$ 40,888.36 (retro to be paid) and contract renewal for the 2015-16 school year in the amount of \$42,319.45 and \$1,500 additional for Assistant Board Secretary.
- (5) Recommend approval of Joy Ferronto, Confidential Secretary, for the 2015-16 school year in the amount of \$36,225.
- (6) Recommend approval of James Petitt, Supervisor of Building and Grounds/Custodian, contract renewal for the 2014-15 year in the amount of \$46,213.25 (retro to be paid) and contract renewal for the 2015-16 school year in the amount of \$47,830.71and \$20,000 additional for the Supervisor role.
- (7) Recommend approval of Mollie Amato, School Psychologist, contract renewal for the 2015-16 school year in the amount of \$448.90.
- (5) Recommend approval of June Heath as Substitute Caller at the stipend of \$2,500 per year for the 2015-16 school year.
- (6) Recommend approval of June Heath as Child Study Team Clerk at the stipend of \$6,000 per year for the 2015-16 school year.
- (9) Recommend approval of all teaching staff to serve as Summer Instructions / Home Instructors for the 2015-16 school year at the contracted rate \$34.50.
- (10) Recommend approval of the 2015-16 hourly rate of pay for teacher aides of \$12.68.
- (11) Recommend approval of criminal history approved Jenn Graff as instructor for the Wildcats' Den for the 2015-16 school year at the hourly rate of \$16.00.

(12) Recommend hire of criminal history approved Priscilla Heath as night custodian for the 2015-16 school year at the annual salary of \$32,900.00.

(13) Recommend hire of criminal history approved Jack Reid as night custodian for the 2015-16 school year at the annual salary of \$32,900.00.

(14) Recommend approval of the following criminal history certified individuals to teach in the summer programs at the contracted rate of \$34.50: Ellen Fatcher, Dianna Abraham, Elaine Baker, Rebecca Jamison, Sonya DeLucca, Brendan Smith, Charles Morgenweck, Sherah Somervell, and Tamara Bashenko.

(15) Recommend hire of Rosemary Rhine as LDTC for the 2015-16 school year at the hourly rate of \$46.57.

F. Other Items/Committees

Planning Committee minutes contributed by John Cressey (Attachment # 12). Request to set Finance and Facility Committee meeting for July regarding building project update. Members are requested to email dates they are *not* available to N. Jacquelin and R. Millar.

MOTION: To prioritize the administration's finalization of the feasibility study to establish a play group by December 31, 2015 or sooner, if possible.

MOTION: Mr. Cressey Second: Mr. Klosek Roll

WITHDRAW OF Motion: Mr. Cressey

MOTION: Mr. Klosek Second: Ms. Seelman

Roll Call: Yes Votes - Mr. Klosek, Mr. Kellner, Ms. Seelman

No Vote- Mr. Cressey

Motion carried (Absent Member – Ms. McDonnell)

Approval of Minutes

MOTION: To approve minutes of the May 18, 2015 regular and executive meetings as submitted and the June 18th special meeting minutes. Mr. Kellner Second: Ms. Seelman. Motion carried.

Old Business

Mandated Training for new board members has been set up –
Governance 1 – New Board Member Training - online.
Geothermal maintenance tabled issue from May BOE meeting
(Attachment # 14)
Preschool aged playgroup concept follow-up.

New Business

MOTION: To Open Public Session. Mr. Klosek Second: Mr. Kellner.
Motion carried unanimously. (8:13 pm)

Open Meeting to
Public

MOTION: To close Public Session. Ms. Seelman Second: Mr. Klosek.
Motion carried unanimously. (8:13 pm)

Public Discussion

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

Close Meeting to
Public

Adjourn

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.

- A. Student Matter—EDU 16345-14
- B. EDU 16345-14 district follow up
- C. Superintendent evaluation via New Jersey School Boards' Association portal

MOTION: To adopt the above Resolution. Mr. Kellner Second: Ms. Seelman. Motion carried unanimously. (8:15 PM)

CLOSED SESSION

MOTION: To resume Open Public Meeting. Mr. Klosek Second: Mr. Cressey. Motion carried unanimously. (8:56 PM)

Adjourn:

MOTION: To adjourn the meeting. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously. Time: 8:58 PM

Respectfully Submitted,

Rose M. Millar, Business Admin/Board Secretary