

The Estell Manor Board of Education held its regular meeting on Monday, May 18, 2015 at the Estell Manor Elementary School. The meeting was called to order at 6:33 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, Leah McDonnell, John Cressey Brienne Seelman, Brett Gorman, Solicitor, Noelle Jacquelin, Superintendent and Rose Millar, Business Administrator/Board Secretary were also present.

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.

Confidential Student Matter/H.I.B. Appeal
Negotiations
School Business Administrator renewal

MOTION: To adopt the above Resolution. Mr. Klosek Second: Ms. Seelman. Motion carried unanimously. (6:34 PM)

Closed Session

CLOSED SESSION

MOTION: To resume Open Public Meeting. Ms. McDonnell Second: Ms. Seelman. Motion carried unanimously. (7:49 PM)

MOTION: To affirm the Chief School Administrator's recommendation regarding HIB 2014-15. Motion Mr. Cressey Second: Mr. Kellner Unanimously approved on a roll call vote.

HIB 2014-15

MOTION: To approve the renewal of the School Business Administrator's contract for the 2015-16 school year for submission to the Atlantic County Executive Superintendent for county approval with an increase of \$2,600.00. Motion: Mr. Kellner Second: Ms. Seelman Unanimously approved on a roll call vote.

Approve 2015-
16 SBA contract
submission to
County Supt.

MOTION: To approve the Estell Manor Education Association Contract for the years 2014-2015 through 2016-2017 school years. (Attachment #13)
 Motion: Mr. Klosek Second: Mr. Cressey Unanimously approved on a roll call vote (Leah McDonnell abstained).

Approve EMEA contract for 2014-2017

Public Discussion:

MOTION: To open meeting for public discussion. Ms. McDonnell Second: Mr. Kellner Motion carried unanimously. (7:53 pm)

Open to public comment

Ms. Mimler spoke on behalf of the HSA in reference to the success of the yard sale.

Public comment

MOTION: To close meeting to public discussion. Mr. Klosek Second: Ms. Selman. Motion carried unanimously. (7:56 pm)

Close to public comment

VII. Reorganization

MOTION: The following Reorganization items were approved on a motion made by Mr. Klosek and seconded by Ms. McDonnell. Motions were carried unanimously on a roll call vote.

Reorganization for 2015-2016 school year

A. Adopt resolution to appoint Board Solicitor

Board Solicitor

Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, Parker McCay is hereby appointed Board Solicitor for the period July 1, 2015 through June 30, 2016.

B. Adopt resolution to appoint Treasurer of School Monies

Treasurer of School Monies

Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that Debra D'Amore be and is hereby appointed Treasurer of School Monies for the period July 1, 2015 through June 30, 2016.

C. Adopt resolution to appoint School Board Auditor

School Board Auditor

Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that James Preziosi of Preziosi & Associates be and is hereby appointed School Board Auditor for the period July 1, 2015 through June 30, 2016 at the rate of \$9,100.00 (Attachment #1)

D. Adopt resolution to appoint Insurance Broker

Insurance Broker

Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that ACCASBOJIF be and is hereby appointed Insurance Broker for the period July 1, 2015 through June 30, 2016.

E. Adopt resolution to appoint Risk Management Consultant

Risk Management Consultant

Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that Mike McLaughlin of Marsh McLennan is hereby appointed Risk Management Consultant for the period July 1, 2015 through June 30, 2016 at the rate of \$825/year.

F. Adopt resolution to appoint School Physician

School Physician

Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that Dr. Olabode Ogidan of Vineland Pediatrics be and is hereby appointed School Physician for the period July 1, 2015 through June 30, 2016.

G. Adopt resolution to Architect of Record

Architect of Record

Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that FVHD Architects be and is hereby appointed Architect of Record for the period July 1, 2015 through June 30, 2016.

H. Adopt resolution for Banking Services

Banking Services

Be it resolved, that the Newfield National Bank be designated as the official depository for the Estell Manor Board of Education, Atlantic County. Be it further resolved, that the following bank accounts are hereby approved for the deposit of school monies at Newfield National Bank with signors notated

Name	Act Number	Signors	
General	###1643	Treasurer, SBA, Pres	Account signers
Payroll	###1650	Treasurer, SBA, Pres	
Agency	###1668	Treasurer, SBA	
Donation	###1676	SBA	
Student Activities	###1684	CSA & SBA	
Unemployment	###1692	SBA	
Cafeteria	###1700	Treasurer	
Flex Spend Acct	###1718	SBA	
Before/After School Prog	###1726	CSA & SBA	
Capital Projects	###1585	Treasurer, SBA	
I.	Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that Atlantic County Record, Vineland Times Journal and The Press be and are hereby designated as the official newspapers of the Board of Education.		Official Newspapers
J.	Approve the establishment of a petty cash fund of \$250 for the 2015-2016 school year.		Petty Cash Fund
K.	Approve the adoption of policies currently in effect during the current school year.		Adoption of Policies
L.	Approve the adoption of curriculum and textbooks currently in effect for the 2015-16 school year: Language Arts, Mathematics, Science, Social Studies, Health, Physical Education, Music, Art, and World Language all in compliance with the Core Content and State Curriculum Standards.		Approve adoption of curriculum and textbooks.
M.	Approve the following school district officials for the 2015-16 school year:		Approve district officials
	<ul style="list-style-type: none"> • Public Agency Compliance Officer – Rose M. Millar • Custodian of Records (OPRA) – Rose M. Millar • 504 Officer – Joelle Tenaglia • ADA Compliance Officer – Joelle Tenaglia • Affirmative Action Officer – Joelle Tenaglia • District Liaison for Missing and Abused Children -- Noëlle Jacquelin • District Anti-Bullying Coordinator – Noëlle Jacquelin • School Anti-Bullying Specialist – Jill Kuppel • Integrated Pest Management Coordinator – James Petitt • Indoor Air Quality Designee – James Petitt • Chemical Hygiene Officer – James Petitt • Right to Know Officer – James Petitt • Title IX Coordinator – Noëlle Jacquelin • Asbestos Management Officer – James Petitt 		
N.	To adopt all existing policies of the Board of Education now standing for the 2015-16 school year.		Adopt existing policies now standing
O.	To approve collection of mandated and permitted pupil records as per N.J.A.C. 6:3-6.3(a)2 for the 2015-2016 school year.		Mandated and permitted pupil records
P.	To approve travel expenses for the 2015-2016 school year as per Policy 9250 and Contract.		Travel expenses
Q.	To recognize the Estell Manor Education Association as the bargaining unit for the 2015-2016 school year.		EMEA as bargaining unit

- R. To approve following tax shelter annuity companies/brokers for the 2015-2016 school year for employee deductions from employees' paychecks:
Tax Shelters- Lincoln Investments, Metlife, Travelers and TSA Consulting Group, Inc. for Third Party Administrator services. Disability Insurance - AFLAC and American General
- S. To approve the NJ Minimum Standard Chart of Accounts for Schools for 2015-2016.
- T. To approve Rose Millar, Business Administrator, to make payments on behalf of the Board of Education when such payments ensure the health and safety of students and staff or ensure the orderly operation of the school.
- U. To approve Rose Millar, Business Administrator and QPA (Qualified Purchasing Agent), to award contracts up to the bid threshold of \$36,000 and to establish a quote threshold of \$5,400.
- V. To approve the authorization of Rose Millar, Business Administrator, to wire transfer funds between the Board of Education bank accounts as necessary.
- W. To approve the schedule of tax levy payments for the 2015-16 school year. (Attachment1.a)

Tax shelter annuity companies/brokers

NJ Min. Standard Chart of Accounts

BA to make payments

BA and QPA

Wire Transfers between accounts

Schedule of tax levy payments

Superintendent Report of Informational Items

1. Enrollment Info 2014-15

Superintendent Report of informational Items

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

2. Attendance for April

Student Attendance -

Possible Days for students: 16

Total Absences: 151

Percentage of Absences: 5.40%

Average Daily Attendance: 145.1

Attendance for April

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 --April 29, 2015; Lockdown/Active Shooter -- April 15, 2015

Drills

4. Other Items

Other Items

A. New "Family Crisis" law (Attachment #2)

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. (Attachment #3)

- C. District Goals (Attachment #4)
- D. School Safety Team for Bullying Awareness & Prevention Meeting Agenda (Attachment #5)
- E. ASCA Guidance Meeting Agenda (Attachment #6)
- F. Academic Excellence Brunch June 3, 2015--Kyle Strouse and Tanis McDonnell
- G. Teacher of the Year Recognition--Mrs. Abraham
- H. Exciting events--7th Grade Franklin Institute/Lincoln Financial Field May 19; G&T Art Trip to Philadelphia Museum of Art May 19; Family BBQ May 20, 3rd & 4th Grade Tuckerton Seaport May 21; Salute to Veterans Concert May 21; 6th Grade Wetlands Institute May 22 (***Return 3:30 although it is a short day for students); 2nd Grade Adventure Aquarium May 26; Boy and Girl Scout lunch visit May 28; Semi-Formal Dance May 29; ALS Bike-A-Thon May 30; HSA Meeting June 2; Academic Excellence Brunch June 3; Safety Trip to Great Adventure June 4; Honor Corps Luncheon June 8; Stars of the Year Breakfast June 11; Faculty/Student softball game June 16; Graduation June 17; Field Day June 18; Last day for students June 19.

Recommendations of the Superintendent

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

Recommendations
of Superintendent

A. Curriculum and Student Affairs

Curriculum and
student affairs

(1). Field Trips

Field Trips

Recommend the approval of the following field trips:

- a. None at this time

(2). Fundraisers

Fundraisers

Recommend the approval of the following fundraisers on school grounds:

- a. None at this time

(3). HIB Report

HIB Report

- a. 2014-15-6 Investigated and found to be non-HIB by J. Kuppel; Request to accept HIB incident report.
- b. 2014-15-7 Investigated and found to be non-HIB by J. Kuppel; Request to accept HIB incident report.
- c. 2014-15-8 Investigated and found to be non-HIB by J. Kuppel; Request to accept HIB incident report.

(4). Nurse's Monthly Report for April 2015

Nurse's Monthly
Report

Recommend approval of the Nurse's monthly report. (Attach #7)

(5). Professional Development

Professional
Development

Recommend approval of professional development activities:

- a. Joelle Tenaglia to attend NJ DOE EWEG training for IDEA on May 19, 2015. No cost.
- b. Rose Millar attend NJDOE EWEG training IDEA on May 19, 2015.
- c. Noëlle Jacquelin to attend NJASA/NJAPSA annual meeting on May 14-15, 2015. Cost \$249 funded from Title II grant funds.

d. Recommend approval for Jill Kuppel to attend the Foundation for Educational Administration "Legal One" workshop on June 3, 2015 at the price of \$150.00.

(6) Recommend approval for Sarah Sharpe to pursue a grant with the New Jersey Department of Health and Child Services / Title V Block Sustainable Jersey Small Grants Program for an after school exercise program once a week for staff/community members and one day students. (i.e. yoga or zumba and coupled with fitness and nutrition tips).

B. Policy

MOTION: The following Policy motions were carried unanimously on a roll call vote.

Recommend approval of 3rd reading of the following policies

Policy#	Policy Description
5141.8P	Sports Related Concussion And Head Injury
6114P	Emergencies And Disaster Preparedness
6173P	Home Instruction

Third reading of policies

C. Finance

MOTION: The following Finance motions were made by Ms. Seelman and seconded by Ms. McDonnell. Motions were carried unanimously on a roll call vote. (Mr. Kellner abstained from approval of contract renewals with Sheppard busing)

Finance

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

Board of Education Monthly Financial Certification:

The Board Secretary recommends the Board certify that according to the Board Secretary's Certification as of April 2015, after review of the Secretary's Monthly Financial Reports submitted, to the best of their knowledge:

Financial Certification for April 2015

- 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 March 2015.

Approval of Expenditures (Attachment #9)

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

Fund 10	\$4,796.00
Fund 11	175,527.10
Fund 20	526.50

Approve Expenditures for May, 2015

Fund 60	4,052.59
Total	\$184,902.19

Budget Transfers (Attachment #10)

Recommend approval of transfers for the month of May 2015.

Budget Transfers

Cafeteria Financial Statements and Reports (Attachment #11)

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

Cafeteria Financial Statements and Reports

Month	Net Income Current MTD / last yr	Net Income Current YTD / last yr
April	\$-1,061.13/ \$1,375.54	\$-4,266.95/- \$1,118.90

Cooperative Pricing System

Recommend approval to join the Middlesex Regional Educational Services Commission Cooperative Pricing System and participate as needed in the Cooperative Pricing System for the provision and performance of goods and services for the 2015-16 year. (Attachment # 12)

Cooperative Pricing System

Salem County Special Services Itinerant Services

Recommend approval of 2015-16 Salem County Special Services contract for itinerant / shared services on as needed basis.

SCSSSD Itinerant Services

NJAC 6A:23-4.5(a)(20) and YALE School

Recommend approval that the Board, in accordance with the NJAC 6A:23-4.5(a)(20), agrees and consents that YALE School is not required to charge district students for any "paid or reduced meals" for the 2015-16 school year.

NJAC 6A:23-4.5(a)(20) and YALE School

Purchase Graduation awards

Recommend approval to purchase our annual graduation awards for the 2015 graduating class in an amount not to \$600.00. List of awards are still be compiled, but the check will be cut during the month of June. The check will appear on June's bill list.

Graduation Awards

ESY Transportation to ACSSSD with Sheppard Bus Service

Recommend approval of the 2015-2016 regular school year and extended school year transportation contract with Sheppard Bus Service to transport ACSSSD students of Estell Manor and Weymouth Township School Districts at the total cost of \$77,177.20. This renewal is at the CPI increase of 1.34%

ESY to ACSSSD with Sheppard Bus Service

Transportation jointure with Weymouth Township School

Recommend approval of the 2015-16 school year and extended school year transportation jointures with Weymouth Township School District for and estimated five (5) students for school year and an estimated five (4) students for ESY transported to ACSSSD at a cost of \$38,589 to be billed for actual students on a monthly basis.

Weymouth Twp. Transportation jointure

Reject HVAC and Generator project bids

Recommend approval to reject all HVAC and Generator project bids.

HVAC and Generator rejection

FVHD Architects commence with contract negotiations

Recommend approval to authorize FVHD Architects to commence with contract negotiations pursuant to N.J.S.A. 18A:18A.5.c. (Attachment)

FVHD Architects contract negotiations

D. Facilities Report

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

Facilities Report

- (1) Director of Facilities Reports (Attachment #16)
- (2) Discussion of possible Target donation of flowers / paint

E. Personnel

The following Facilities motions were made by Ms. McDonnell and seconded by Ms. Seelman. Motions were carried unanimously on a roll call vote. (Some items tabled – they are noted)

Personnel

Approved Items

Recommend approval of Rosemary Rhine, LDTC, contract renewal for the 2015-16 school year at the rate of \$45.00.

Approve LDTC

Recommend approval of substitute custodian, pending criminal history approval, Robert Hutchison for the remainder of the 2014-15 school year.

Approve substitute Custodian

TABLED ITEMS:

Recommend approval of Treasurer of School Monies, Debra D'Amore, contract renewal for the 2015-16 school year in the amount of \$3,182.37. (TABLED)

Tabled Items

Recommend approval of Supervisor of Special Education, Joelle Tenaglia, contract renewal for the 2015-16 school year in the amount of \$53.30 per hour. (TABLED)

Recommend approval of June Heath, Administrative Secretary, contract renewal for the 2015-16 school year in the amount of \$42,115.26 and \$1,500 additional for Assistant Board Secretary. (TABLED)

Recommend approval of Joy Ferronto, Confidential Secretary, for the 2015-16 school year in the amount of \$36,137.50. (TABLED)

Recommend approval of James Petitt, Supervisor of Building and Grounds/Custodian, contract renewal for the 2015-16 school year in the amount of \$47,599.92 and \$20,000 additional for the Supervisor role. (TABLED)

F. Other Items/CommitteesApproval of Minutes

MOTION: To approve minutes of the April 29, 2015 regular and executive meetings as submitted. Mr. Kellner Second: Mr. Cressey. Motion carried. Ms. McDonnell abstained

Approve Regular and executive meeting minutes of April 29, 2015

Old Business

Old Business

Planning Committee meeting on June 2, 2015 is scheduled.
Eagle Scouts thank you discussed

Eagle Scout Thank You

New Business

New Business

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

Open Meeting to
Public

Ms. Mimler discussed that the HSA will have a meeting on June 1, 215

Public Discussion

MOTION: To close Public Session. Ms. Seelman Second: Ms. McDonnell.
Motion carried unanimously. (8:46 pm)

Close Meeting to
Public

Adjourn:

MOTION: To adjourn the meeting. Ms. Seelman Second: Ms. McDonnell.
Motion carried unanimously. Time: 8:46 PM

Adjourn

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