

Certified Staff: Total Absences: 12.5 Percentage of Absences: 3.31%
Non-Certified Staff:
 Total Absences: 10.75 Percentage of Occasional Absence: 6.64%

- 3. Drills: Fire Drill—December 10, 2014. 1 minute 2 seconds
- Shelter in Place--December 17, 2014. 3 minutes
- Lock Down - 1/14/2015 - Wednesday - 10:00 AM - 1 Minute
- Fire Drill - 1/20/2015 - Tuesday - 3:25 PM - 1 Min and 32 seconds
- Tabletop Drill/Roundtable at New Jersey State Police Barracks—2/2/2015

4. Other Items

- A. Professional Development-- January 16, 2015: PARCC Readiness; February 13, 2015: PARCC Readiness and Security Plans
- B. New Jersey Statewide Assessment Program Fact Sheet
- C. Career Day--January 30, 2015
- D. Choice Program 2015-2016 (DOE projection given at 12/17/14 BOE meeting)
- E. School Safety Team for Bullying Awareness & Prevention Newsletter
- F. "Teacher of the Year"--Congratulations to Dianna Abraham
- G. Sending District representation letter (re: BRHS) **Designate a representative for Buena meetings*
- H. Rutgers School of Nursing--Request for affiliation agreement to accept additional nursing students in the future
- I. H.I.B. Data Collection--Completed collection for 7/14-12/14
- J. PARCC – Other district letters

Recommendations of the Superintendent

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

Ms. McDonnell made a motion to amend her motion and table Curriculum and Instruction item (7) Seconded by Mr. Kellner.

A. Curriculum and Student Affairs

(1). Field Trips

Recommend the approval of the following field trips:

- a. Eighth grade trip to Rowan University scheduled for 3/12/15. Students will explore "Careers in Engineering." No cost to students. Chaperone: J. Kuppel
- b. Kindergarten trip to Garden State Discovery Museum scheduled for 4/17/15. Students will engage in hands on learning regarding science and careers. Cost: Approximately \$16 admission fee. Chaperone: E. Fatcher

Date	Destination	Grades	Cost
June 3, 2015, Wednesday	Ft. Mott & Delaware State Park	5 th Grade	HSATransport \$10/student
June 4, 2015, Thursday	Great Adventure, Jackson NJ	7/8 Safeties	Pd Safety Patrol
April 22, 2015, Wednesday	Buehler Challenger Sci Center, Paramus	8 th Grade	HSATransport \$35/student

April 16, 2015, Thursday	Academy of Natural Sciences, Philadelphia, PA	1 st Grade	HSATransport \$11/student
May 26, 2015, Tuesday	Adventure Aquarium, Camden NJ	2 nd Grade	HSATransport \$12.50/student

(2). Fundraisers

a. Boys' Basketball fundraising request "Coin Drop" at Village Super

(3). HIB Report

* None at this time

**(4). Nurse's Monthly Report for December 2014 and January 2015
Recommend approval of the Nurse's monthly report.**

(5). Professional Development

Recommend approval of professional development activities:

a. Maria Malkin--**"Meet the Rigorous Common Core Standards for Writing" Cherry Hill, NJ. Date: 1/30/15. Cost: \$239.00 (NCLB Funds)**

b. Maria Malkin--**"Close Reading Strategies: Meet the Rigorous Common Core Literacy Standards" Cherry Hill, NJ. Date: 2/25/15. Cost: \$229 (NCLB Fd)**

c. Brendan Smith--**"I&RS Team Members Workshop" ETTC, Pomona, NJ. Date: 2/18/15. Cost: 7 ETTC Hours**

d. Dianna Abraham and Rachel Mattera-- **"DOE Sponsored PARCC Readiness Workshop" EIRC, Mullica Hill, NJ. 1/26/15. Cost: Free**

e. Nancy Wanner – **"Legal Issues for School Nurses", Almonesson, NJ Cost \$49**

f. Rachel Mattera--**"Phonics First Foundations" Stockton ETTC (online). Cost: ETTC hours**

(6) Recommend adopting resolution that under federal and state law the Estell Manor School District will administer the PARCC assessment as directed by the Department of Education.

TABLED ** (7) Recommend approval of accepting up to ten non-funded choice students for the 2015-16 academic year.

Discussion Mr. Kellner and Mr. Cressey asked about the PARCC letters and how our school wants to address the situation.

Mr. Klosek and Mr. Cressey asked about the concept of tuition free students was discussed and tabled. Mr. Cressey asked about adult supervision and the coin drop.

Public Discussion:

MOTION: To open meeting for public discussion. Ms. Seelman Second: Ms. McDonnell Motion carried unanimously. (7: 34 pm)

Eagle Scout, Lane Dilg, submitted receipts for his split rail fence project. The Board thanked him for his hard work and asked that he let the Board know who the other helpers were, in regard to the Eagle Scout fence project, so that they can be thanked for their service

MOTION: To close meeting to public discussion. Ms. McDonnell Second: Mr. Kellner. Motion carried unanimously. (7: 35 pm)

B. Policy

No new policies

C. Finance

MOTION: The following Finance motions were made by Mr. Kellner and seconded by Mr. Klosek. Motions were carried unanimously on a roll call vote. Abstentions were made by Mr. Cressey, Ms. McDonnell and Ms. Seelman in reference to their reimbursement/ail checks

Pursuant to Administrative Code, *N.J.A.C. 6A: 23A16.10(c)(3)* I certify that as of December 31, 2014 and January 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 2014 and January 2015.

Board of Education Monthly Financial Certification:

The Board Secretary recommends the Board certify that according to the Board Secretary's Certification as of December 31, 2014 and January 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 2014 and January 2015.

(2) Approval of Expenditures

Recommend approval of expenditures for the month of January 2015

Fund 10	\$157,796.00
Fund 11	195,991.73
Fund 20	14,851.04
Fund 30	0.00
Fund 60	<u>3,752.40</u>
Total	\$372,391.17

Recommend approval of expenditures for the month of February 2015 .

Fund 10	\$4,796.00
Fund 11	186,528.65
Fund 20	6,033.06
Fund 30	17,701.53
Fund 60	<u>3,752.40</u>
Total	\$218,811.64

(3) Budget Transfers

Recommend approval of transfers for the month of December 2014 and January 2015.

(4) Cafeteria Financial Statements and Reports (Attachment #11)

Recommend acceptance and approval of Nutri-Serve Cafeteria Financial Statement report for December 2014. The net income for

December is \$274.56. (The year to date deficit as of December 31, 2014 is -2,931.18) (Last year this time: year to date deficit was - \$2,459.82).

(5) Recommend approval of Resolution to approve Phoenix Advisors, LLC to provide specialized financial advisory services in connection with the issuance of school bonds. (Attachment #12)

(6) Recommend approval of transfer of \$153,000 from Capital Reserve (10-761) into the Capital Projects Fund (Fund 30) to be used for the HVAC (School Development Authority Project number 1410-050-14-1001-G04).

(7) Recommend approval of the following: Pursuant to Chapter 6A: 23A-5.2(a)(3) (i)-(iv) Selected individuals permitted to have communication access to the school board attorney is limited to: Chief School Administrator, School Business Administrator, and Board President. Any additional legal requests are to be made in advance in writing. A detailed log of attorney use is to be kept on file and compared to attorney billing statements for accuracy, and payments will only be for services received and never paid in advance.

(8) Budget Update

The Governor's speech and has been scheduled for February 24th, 2015. Forty-Eight hours after the speech, state aid figures are expected to be available. After receipt of state aid figures, the finance committee will meet to review the 2015-16 tentative budget.

March 18th: Board approval recommended for proposed budget submission to the Atlantic County Department of Education

March 20th: Budget due to County DOE

April 29th: Public Budget Hearing

(9) SEMI Waiver

Recommend approval to seek a waiver per N.J.A.C. 6A:23A-5.3 for participation in the Special Education Medicaid Initiative (SEMI) Program due to fewer than forty Medicaid Eligible classified students in the Estell Manor School District for the 2015-2016 School Year.

Discussion: Mr. Kellner questioned the bill totals and clarification was requested for the next meeting. Mr. Klosek inquired about our policy for communications with attorney.

D. Facilities Report

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

Committee Meeting 1/21/15 (Attachment #13)

Informational Section - Facilities Project Update (attachment #14)

a. SDA Grant Application filed by Mrs. Millar

b. Facilities Committee decision regarding moving forward with

Option II for HVAC

c. Bond issue

d. Transfer of capital funds

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

Requested By: HSA
 Use: Soup-er Bowl Weekend Soup-Off!
 Date/Times: Friday, January 30, 2015
 Rooms: Cafeteria
 Fee: none

Requested By: HSA
 Use: Talent Show Audition
 Date/Times: Tuesday, March 3, 2015 3:35-5:30
 Rooms: Gymnasium
 Fee: none

Requested By: HSA
 Use: Talent Show
 Date/Times: Friday, March 20, 2015
 Rooms: Gymnasium and (Cafeteria after 6:00pm)
 Fee: none

(2) Director of Facilities Reports and update

(3) Recommend approval of Eagle Scout project as presented by Kris Morgenweck to install fenced roofs with mesh coverings on the baseball field dugouts. The Board agrees to a Board contribution of not to exceed \$500.00 in matching funds.

E. Personnel

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

Personnel

(1) Recommend hire of David Livesey as long-term substitute for Mrs. Sharpe's position for the period of her maternity leave at the contracted prorated step one rate.

(2) Recommend, with regret, the resignation of teacher aide, Stacey Olsen, effective February 4, 2015. (Attachment # 16)

(3) Recommend Elizabeth Spengler, Denna Ferrill, and Alex Montgomery as criminal history approved substitute teachers for the 2014-15 school year.

(4) Recommend hire of Rosemary Rhine as LDTC at the hourly rate of \$45.00.

(5) Recommend approval of Bonnie Barbetto and Melissa Webster as library volunteers pending criminal history approval for the 2014-15 school year.

Discussion – Mr. Cressey inquired about criminal history requirements in reference to volunteers. Ms. McDonnell mentioned that perhaps high school students could volunteer, but they would need supervision. Ms McDonnell inquired about the hourly rate for LDTC.

F. Other Items/Committees

Board President distributed and read the new list of board committees and the members.

<u>Finance/Facilities:</u> Marty Klosek	<u>Policy:</u> Brianne Seelman
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Rob Kellner	John Cressey
<u>Personnel:</u> Marty Klosek Rob Kellner	<u>Secondary Education (Buena):</u> John Cressey Backup – Marty Klosek
<u>Negotiations:</u> Marty Klosek Brianne Seelman	<u>Planning:</u> John Cressey Brianne Seelman
<u>Curriculum:</u> Leah McDonnell	

NJSBA Delegate - Board Members take turns attending meetings

Approval of Minutes

MOTION: To approve minutes of the December 17, 2014 regular and executive meetings and the January 8, 2015 reorganization meeting as submitted. Mr. Cressey Second: Mrs. McDonnell. Motion carried.

Old Business

New Business - none

MOTION: To Open Public Session. Mr. Kellner Second: Mr. McDonnell. Motion carried unanimously. (8:24 pm)

None

MOTION: To close Public Session. Ms. McDonnell Second: Ms. Seelman. Motion carried unanimously. (8:24 pm)

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.

Negotiations and litigation

MOTION: To adopt the above Resolution. Ms. McDonnell Second: Mr. Kellner. Motion carried unanimously. (8:25 PM)

CLOSED SESSION

MOTION: To resume Open Public Meeting. Ms. McDonnell Second: Mr. Cressey. Motion carried unanimously. (9:16 PM)

Adjourn:

MOTION: To adjourn the meeting. Ms. McDonnell Second: Ms. Seelman.
Motion carried unanimously.
Time: 9:16 PM

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