

The Estell Manor Board of Education held its regular meeting on Wednesday, October 22, 2014 at the Estell Manor Elementary School. The meeting was called to order at 7:00 p.m. by Board President, Leah McDonnell.

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

Flag Salute

The Flag Salute was led by the President, Leah McDonnell.

Roll Call

Present – Leah McDonnell, Martin Klosek, Robert Kellner, Howard Adelman and Teresa Byrd, Brett Gorman, Solicitor, Noelle Jacquelin, Superintendent and Rose Millar, Business Administrator/Board Secretary were also present.

Public Discussion:

MOTION: To open meeting for public discussion. Mr. Klosek Second: Mr. Adelman Motion carried unanimously. (7:01 pm)

Public Discussion

No public comment.

MOTION: To close meeting to public discussion. Mr. Klosek Second: Mr. Kellner. Motion carried unanimously. (7:02 pm)

Superintendent Report of Informational Items

1. Enrollment 2014-15

	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June
Estell	167									
Buena	43									
ACIT	45									
HomeSci	1									
ACSSSD	4									
Yale Medford	0									
Yale NorthFld	1									
Charter HS	3									
TOTAL	264									

Superintendent  
Informational  
Items

Enrollment

2. Attendance

Student Attendance – September

Possible Days for students: 19                      Percentage of Absences: 3.84%  
Total Absences: 120                                      Average Daily Attendance: 164

Attendance

Staff Attendance: June

Certified Staff: Total Absences: 10.5      Percentage of Absences: 2.21%

Non-Certified Staff:

Total Absences: 1                      Percentage of Occasional Absence: 0.88%

3. Drills

- A. Non Fire Drill Evacuation : 10/8/14 12:50pm, 1 min 55 sec.
- B. Fire Drill – 10/22/14 – Fire Prevention Program

Drills

4. Other Items

- A. QSAC requirements for 2014-2015: Statement of Assurance (Attachment #1)
- B. PARCC Update: Newly released ( Sept. 29, 2014) Dept. of Education

Other Items

- test administration times for Spring 2015
- C. School Safety Team Newsletter: Volume 4, Issue 1
  - D. October 10<sup>th</sup> in-service(County-wide); visit the Web site  
<https://www.1cmrschooldistrict.com/registration/index.php>
  - E. City Winter Festival – Request from City Council to hold it at our school  
November 22, 2014
  - F. Donated school supplies: Thank you Newfield Bank.
5. Correspondence received via email to BOE members in regard to preschool.
6. "Give Kids a Smile" organization provided dental services to our students on October 21<sup>st</sup>. They will return in April. This event was organized very effectively by Nurse Wanner at the request of Ms. Jacquelin.

### **Recommendations of the Superintendent**

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

#### **A. Curriculum and Student Affairs**

- (1). Field Trips –  
MOTION: To approve Eighth grade trip to Buehler challenger Science Center in Paramus, NJ on April 22, 2015. Cost to be paid by students
- (2). Fundraisers – None at this time.
- (3). HIB Report\_ - None at this time.
- (4). Nurse's Monthly Report  
MOTION: To approve of Nurse's monthly report.
- (5). Professional Development – None at this time.
- (6). MOTION: to approve of the New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance (SOA), and declaration page. (Attachment #1)
- (7). MOTION: To approve Grand Parent's Day breakfast on November 25<sup>th</sup>, 2014 from 9:00-9:30AM and the visit 9:30-11:30am
- (8). Recommend approval to attend the State House choir performance on November 13<sup>th</sup>, 2014.

Board Discussion took place on HSA sponsoring Grandparent's Day and the PARCC testing.

#### **B. Policy**

**MOTION: The following Policy motions were made by a unanimous roll call vote.**

To approve 1<sup>st</sup> reading of the following policies:

- 3542.1 Wellness and Nutrition
- 5120 Assessment of Individual Needs
- 6142.4 Physical Education and Health

#### **C. Finance**

Committee Meeting: (Combined with Facilities): July 21, 2014

**MOTION: The following Finance motions were made by Mr. Kellner and seconded by Mr. Klosek. 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 September 30, 2014, 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 September 2014

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 September 30, 2014, 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 September 2014.

(2) Approval of Expenditures (Attachment # 8)

MOTION: To approve expenditures for month of October 2014.

Fund 10	\$2,872.00
Fund 11	\$196,107.68
Fund 20	<u>1,132.43</u>
Total	\$200,112.11

(3) Budget Transfers (Attachment # 9)

MOTION: To approve transfers for the month of September 2014.

(4) MOTION: To approve of the 2014-15 transportation jointure contract with Buena Regional School District in the amount of \$153,044.20 for the following routes:

E110	\$16,312.61	Estell Manor Elementary
E100	14,437.24	Estell Manor Elementary
E102	14,437.24	Estell Manor Elementary
624	14,437.24	Estell Manor Elementary
E103	16,312.61	Estell Manor Elementary
603	7,796.11	Buena Regional High School
EW106	2,669.13	Buena Regional High School
EW108	1,154.98	Buena Regional High School
EW109	9,786.82	Buena Regional High School
EW110	9,786.82	Buena Regional High School
801	4,540.96	PM Run - ACIT
ACIT2	8,386.46	AM Run - ACIT
ACIT4	<u>32,985.98</u>	Am and PM run ACIT
	\$153,044.20	

(5) MOTION: To approve the 2014-2015 Transportation Jointure agreement with Greater Egg Harbor Regional School District Transportation

Department (Route - CHARTEC) for transportation to Charter Tech in Somers Point for one student in the amount of \$834.23.

(6) MOTION: To approve the Comprehensive Maintenance Plan and Annual Maintenance Budget Amount Worksheet (Form M-1) and authorize the School Business Administrator to file the plan and worksheet with the County Office per N.J.A.C. 6A:26A. (Attachment #10)

(7) MOTION: approve the 2015-2016 Budget Calendar. (Attachment #11)

(8) Cafeteria Financial Statements and Reports

MOTION: To approve Nutri-Serve Cafeteria Financial Statement report for September 2014. The net income for September is -\$2,980.65. (The year to date deficit as of September 30, 2014 is -\$2,980.65) (Last year this time: year to date deficit was -\$4,047.77)

Discussion:

Mr. Kellner – asked about the revised bill list. Ms. Millar explained that a check had been voided and that changed the totals

Mrs. Byrd inquired about the facilities report and cathodic testing. Ms. Millar explained that the EPA was considering whether cathodic testing on the underground fuel tank was needed. Mr. Adelman, Mr. Klosek and Mr. Kellner added to the conversation. Mrs. Millar stated that follow up will occur at next meeting

Mr. Klosek –inquired about the Staples bills and invoices. Ms. Millar informed that the invoices are attached and that Staples invoices are sometimes confusing, but will have them checked out thoroughly before releasing payment.

Mr. Klosek inquired about the Xtel invoice. Ms. Millar informed that the increased internet speed was needed for testing and we will receive 40% reimbursement through the E-Rate program.

**D. Facilities Report**

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

(1) MOTION: the following Use of Facilities Applications

Requested By: City of Estell Manor

Use: Winter Festival

Date/Times: November 22, 2014 Saturday, 2:00 – 5:00pm

Rooms: Cafeteria and Fields

Fee: None

Proof of Ins: Provided by the City of Estell Manor

Requested by Estell Manor Home and School Association (H.S.A.)

Use: Dance

Date/Times: November 14, 2014 7-9:30 pm

Rooms: Cafeteria

Fee: None

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(2) Director of Facilities Report

MOTION: To approve Facility Report as submitted.

(3) ACCASBO JIF Annual State of the Fund Dinner is scheduled for December 3<sup>rd</sup>, 2014 at the Harbor Pines Country Club. All Board Members and Safety Committee Members are invited to attend.

(4) Our school Safety Committee meetings have reconvened for the 2014-15 school year. Our insurance company, Atlantic & Cape May

Counties Association of School Business Officials Joint Insurance Fund (ACCASBO JIF), recommends that a Safety Committee is established and meets on a regular basis. The goal of the Safety Committee is to assist administration in safety efforts that will help to reduce the potential for injuries, illnesses and property loss. Members are Noelle Jacquelin, Rose Millar, June Heath, Sarah Sharpe, Ken Morgenweck, Ellen Fatcher, Nancy Wanner, and Trooper Sysol.

#### **E. Personnel**

**The following motions for Personnel were made by Mr. Klosek and seconded by Mr. Adelman. Motions were carried unanimously on a roll call vote after discussions.**

(1) MOTION: To approve the following advisors/coaches for the 2014-2015 school year:

Basket Ball – 2 coach positions - Patrick Speer and Justin Speer.  
Softball – 2 coach positions – Elaine Baker and Brendan Smith

(2) MOTION: To approve Bayada Nursing Contract for substitute nursing on an as needed basis in the amount of \$55.00/hour.

(3) MOTION: To approve of criminal history approved Priscilla Heath as a substitute custodian for the 2014-2015 school year.

(4) MOTION: To approve criminal history approved Jacquelyn P. D'Adamo as substitute teacher for the 2014-15 school year.

(5) MOTION: To approve substitute nurse rate be increased to \$30/hour.

#### Discussion:

Mr. Adelman – inquired about the basketball positions. Mr. Klosek asked d about the nurse sub rate Ms Byrd inquired about the sub school nurse

#### **Presentation on Referendum :7:35pm**

A Power Point was displayed informing the public of the proposed bond proposal referendum question on the November 4<sup>th</sup> election ballot. The Architect of Record, John Veisz, was in attendance and available to answer any questions.

#### Public Discussion:

MOTION: To open meeting for public discussion. Mr. Klosek Second: Mr. Adelman Motion carried unanimously. (7:40 pm)

No public comment.

MOTION: To close meeting to public discussion. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously. (7:43 pm)

#### **F. Other Items/Committees**

##### Approval of Minutes

MOTION: To approve minutes of the September 27, 2014 regular meeting. as submitted. Mr. Kellner Second: Mrs. Byrd. Motion carried, Mr. Klosek abstained.

##### Old Business

AD Hoc Committee: Transportation AD Hoc Meeting on October 7, 2014.

CSA public hearing regarding the contract on November 24<sup>th</sup>, 2014 - was advertised as required by law.

New Business

MOTION: To Open Public Session. Mr. Klosek Second: Mr. Adelman.  
Motion carried unanimously. (7:49 pm)

Mr. Cressey - Bus still goes into Steelman Landing Road off Route 50  
U-Turn – Gentleman who came in re: Route 50 U-Turn.  
Mrs. Mimler – inquired about her correspondence regarding  
preschool/playgroup. Mr. Cressey asked if it is a dead issue.  
Mr. Gorman – At this point, no plan to discuss.

MOTION: To close Public Session. Mr. Klosek Second: Mr. Adelman.  
Motion carried unanimously. (7:53 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.

CSA Evaluation  
Negotiations

MOTION: To adopt the above Resolution. Mr. Adelman Second: Mr.  
Kellner. Motion carried unanimously. (7:53 PM)

MOTION: To resume Open Public Meeting. Mr. Klosek Second: Mr.  
Adelman. Motion carried unanimously. (9:12 PM)

Adjourn:

MOTION: To adjourn the meeting. Ms. Byrd Second: Mr. Adelman.  
Motion carried unanimously.

Time: 9:13 PM

Respectfully Submitted,

Rose M. Millar  
Business Administrator/Board Secretary

