

The Estell Manor Board of Education held its regular meeting on Wednesday, August 27, 2014 at the Estell Manor Elementary School. The meeting was called to order at 7:02 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 Announcement

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

Flag Salute

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

Roll Call

Public Discussion:

MOTION: To open meeting for public discussion. Ms. Byrd Second: Mr. Klosek. Motion carried unanimously. (7:03 pm)

Mary McBride from the SAT program spoke about the successful summer SAT session at our school.

Shawn McDonnell spoke about the change in bus stops and the safety of our children.

Dan Guy spoke about bus stop changes and student safety.

John Sheppard explained the reasons for his recommendations for the change in bus stops and student safety.

John Cressy inquired about the City MAC Volleyball program. He also inquired about the school website and the closed session minutes.

Melissa Matura inquired about the all call phone system

MOTION: To close meeting to public discussion. Mrs. Byrd Second: Mr. Klosek. Motion carried unanimously. (7:28 pm)

Superintendent Report of Informational Items

1. Enrollment 2013-14 / Projected 2014-15

	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June	Projected Sept 2014
Estell	187	184	182	177	174	174	174	174	174	174	165
Buena	56	56	56	57	57	56	56	54	54	54	43
ACIT	36	36	36	36	36	36	36	36	36	36	45
HomeScl	1	1	1	1	1	1	1	1	1	1	1
ACSSSD	4	4	4	4	4	4	4	4	4	4	4
Yale											
Medford	1	1	1	1	1	1	1	1	0	0	0
Yale NF	0	0	0	0	0	0	0	0	1	1	1
Charter HS	2	2	2	2	2	2	2	2	2	2	2
TOTAL	287	284	282	278	275	274	274	272	272	272	261

2. Attendance

Student Attendance –July

Total Enrollment: n/a

Possible Days for students: n/a Percentage of Absences: n/a

Total Absences: n/a

Average Daily Attendance: n/a

Staff Attendance: July Certified Staff: Total Absences: n/a

Percentage of Occasional Absence: n/a

Non-Certified Staff:

Total Absences: n/a Percentage of Occasional Absence: n/a

3. Drills

N/A

4. Other Items

- A. Wildcats' Den Before and After School Program
- B. Summer Academic Camp Activities (Attachment #1)
- C. St. Baldrick's Day thank you letter (Attachment #2)
- D. Revised Student Handbook (Attachment # 3)
- E. Fiscal 2015 Child Nutrition Programs Agreement has been approved by the Division of Food and Nutrition (Attachmt #4)
- F. City Winter Festival email communication (Attachment # 5)
- G. Road Runners Club of America Grant Submitted in the amount of \$1,000.00
- H. Request for Cyber Crimes parent presentation through NJ Police (Attachment # 6)
- I. Discard Textbook Requests
- J. SAT Summer Course (Attachment #7)

Recommendations of the Superintendent

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 - None
- (2). Fundraisers - None
- (3). HIB Report_ - None
- (4). Nurse's Monthly Report - None
- (5). Professional Development - Two in-service days for 2014-15.
- (6). Discarding of old and damaged textbooks

Discussion took place on the following:

Leah McDonnell stated that the SAT program was very good.

Teresa Byrd inquired about the handbook and the gifted and talented program.

B. Policy

No new policies for approval

C. Finance

Committee Meeting: (Combined with Facilities): August 25, 2014

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

(1) Monthly Certifications

Board Secretary's Certification:

Pursuant to Administrative Code, I certify that as of July 31, 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 July 2014.

Board of Education Monthly Financial Certification: (Attachment # 8)

The Board Secretary recommends the Board certify that according to the Board Secretary's Certification as of July 31, 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 July 2014.

(2) Approval of Expenditures (Attachment # 9)

MOTION: To approve expenditures as listed

Fund 10	\$2,900.00
Fund 11	103,025.75
Fund 20	4,754.00
Fund 60	5,475.00
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Total	\$116,154.75

(3) Budget Transfers (Attachment # 10)

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

(4) MOTION: To approve the 2014-15 Tuition Contract with Atlantic County Special Services for the extended year program at \$105/diem for 20 days for \$2,100 per student.

D. Facilities Report

Committee Meeting: (Combined with Finance): August 25, 2014

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

(1) MOTION: the following Use of Facilities Applications

Requested By: Nutri-Serve Food Management
 Use: Monthly Company Meetings
 Date/Times: 3rd Wednesday of the Month, 2:00pm – 4:00pm
 Rooms: Cafeteria
 Fee: None
 Proof of Ins: Yes

Requested By: Fitness Mastered
 Use: Boot Camp
 Date/Times: Thursdays Sept 4 – November 14, 2014 6pm
 Rooms: Gymnasium
 Fee: None
 Proof of Ins: Yes

(2) Director of Facilities Report (Attachment #11)

MOTION: To approve Facility Report as submitted.

E. Personnel

Committee Meeting August 12, 2014

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

MOTION: Accept, with regret, the resignation of Teacher of Elementary/LDTC, Aime R. DeGirolamo, effective immediately (#13)

MOTION: Accept with regret, the resignation of aide, Debbie Andersen, effective immediately.

MOTION: Approval of increase in hourly wage for instructional aides to \$12.25 per hour for the 2014-15 school year.

MOTION: Approval of criminal history approved Helen Gillman-Hanna as substitute teacher for the 2014-15 school year.

MOTION: Approval of criminal history approved Eric Lockwood as instructional aide at \$12.25 / hour no benefits.

MOTION: Approval Superintendent Contract amendment as discussed during the June 2014 board meeting.

The Board agrees to pay the actual tuition costs for six (6) credits per year upon approval of the Board of Education at a state college or state university or at an approved private college or university. Reimbursement for the cost of these six (6) credits will be based on the tuition rate currently being charged by state colleges.

Courses taken after the commencement of the 2014-15 school year shall require thirty days notice to the Board of Education prior to enrollment.

MOTION: Approval of Sonya DeLucca as Teacher of Elementary for the 2014-15 school year 70% at BA step 6 for a total annual salary of \$36,630.30* pending negotiations.

MOTION: Approval to hire Ian Santanna as night custodian for the 2014-15 school year at the annual salary of \$32,900.00 including benefits.

MOTION: Approval of Amy Needles and Jennifer Graff as Wildcats' Den aides for the 2014-15 school year for \$16 / hour.

DISCUSSION: took place in reference to the approval of the night custodian and the approval of the 70% teacher and the Superintendent's contract.

F. Other Items/Committees

Approval of Minutes

MOTION: To approve Regular and executive sessions July 23, 2014 as submitted. Mrs. Adelman Second: Mr. Kellner. Motion carried (Attachment #14)

Old Business

- Nutri-Serve and delinquent balances – letter to be included in back to school information attached (Attachment #15)
- New Jersey Department of Agriculture response to commodities withheld (Attachment #16)
- Ad Hoc - Planning Committee Meeting follow-up (Attachment #17)
- Transportation Correspondence (Attachment #18)

New Business

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.

MOTION: To adopt the above Resolution. Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously. (8:23 PM)

MOTION: To resume Open Public Meeting. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously. (9:26 PM)

MOTION: On a motion made by Mr. Klosek and seconded by Mr. Kellner, the following resolution PROVIDING FOR THE SUBMISSION OF A BOND PROPOSAL AT THE ANNUAL SCHOOL ELECTION OF NOVEMBER 4, 2014 was approved on a unanimous roll call vote of the Board.

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE CITY OF ESTELL MANOR IN THE COUNTY OF ATLANTIC, NEW JERSEY (not less than a majority of the full membership of the Board concurring) AS FOLLOWS:

1. It is hereby determined that a bond proposal will be submitted for voter approval at a annual school election scheduled for November 4, 2014. The form of the proposal will read substantially as follows with such adjustments as may be provided by bond counsel:

BOND PROPOSAL

The Board of Education of the City of Estell Manor in the County of Atlantic, New Jersey is authorized: (a) to replace and install a new the heating, ventilation, and air handling system, install a new emergency generator, and replace the roof at the Estell Manor Elementary School; (b) to appropriate \$2,170,994 for such improvements funded, in part, with grants from the State of New Jersey in the amount of \$783,994 and funds from the Board of Education's capital reserve account in the amount of \$153,000 ; and (c) to issue bonds in the amount of \$1,234,000.

The total final eligible costs for the proposed improvements approved by the New Jersey Commissioner of Education are \$1,959,984. The proposed improvements do not include school facility construction elements in addition to the facilities efficiency standards developed by the Commissioner of Education or not otherwise eligible for State support pursuant to N.J.S.A. 18A:7G-5(g).

2. The Board of Education hereby approves the bond proposals set forth in Section 1 and, subject to the approval of the legal voters of the school district, hereby determines to carry out the improvements described therein (the "Projects").

3. The Board of Education hereby acknowledges and confirms that in accordance with N.J.S.A. 18A:24-16 and 18A:24-17 a supplemental

debt statement will be prepared by the chief financial officer of the City of Estell Manor, the only municipality that comprises the school district, giving effect to the proposed authorization of bonds of the school district in the maximum amount of bonds authorized in the proposal. The supplemental debt statement will be filed in the office of the Clerk of the City of Estell Manor and in the office of the School Business Administrator/Board Secretary of this Board of Education as soon as practicable; will be dated the date hereof; and will be filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs prior to the date of the school election.

4. The Business Administrator/Board Secretary is hereby authorized and directed to send a certified copy of the bond proposal to the County Clerk as required by N.J.S.A. 19:60-2.

5. The educational plans and the schematic plans for the construction of the Projects have heretofore been approved by this Board of Education, and such approval is hereby reconfirmed.

6. The Board acknowledges receipt of the PEC letters from the Department of Education with respect to the Project. The Board hereby elects to receive grants under Section 15 of the "Educational Facilities Construction and Financing Act," P.L. 2000, c. 72, effective July 18, 2000 (the "Act"). The Board further determines to accept the preliminary eligible costs determined by the Department of Education as final eligible costs and not to appeal the determination of preliminary eligible costs.

7. The Board President, the Superintendent of Schools, the Business Administrator/Board Secretary, the Project Architect (as defined herein), Bond Counsel and other appropriate representatives of the Board of Education (the "Board Representatives") are hereby authorized to submit educational plans to the extent required and the schematic plans for the Projects, and such other information as may be required, to the State Department of Education for approval and to make application to the Commissioner of Education, and, if necessary, any required amendment to the long-range facilities plan, in accordance with the requirements of N.J.A.C. 6A:26-3.12 and 6A:26-2.1(g).

8. The Board Representatives have heretofore further been authorized and directed to submit the schematic plans and any other required information to the Estell Manor City Planning Board when required for review and comment, and such authorization and direction are hereby reconfirmed.

9. Fraytak Veisz Hopkins & Duthie, P.C., the School District's appointed architect for the Projects (the "Project Architect"), has heretofore been authorized and delegated the responsibility to prepare the plans and specifications for the Projects in consultation with and under the supervision of the School Business Administrator/Board Secretary, who has heretofore been delegated the responsibility to work with the Project Architect for this purpose on behalf of the Board, and such authorizations and delegations are hereby reconfirmed and ratified, all in accordance with the requirements of N.J.S.A. 18A:18A-16.

10. The Board representatives are hereby authorized to take all steps necessary to implement this resolution. The Business Administrator/Board Secretary is further authorized and directed to request the County Clerk, the County Board of Elections, the County Superintendent of Elections and the Municipal Clerk as applicable to submit the bond proposal to the voters at the annual school election, and the Business Administrator/Board Secretary is authorized to act on behalf of the Board to make such determinations required of the Board for the conduct of the election.

Adjourn:

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

Time: 9:28 PM

Respectfully Submitted,

Rose M. Millar
Business Administrator/Board Secretary