

The Estell Manor Board of Education held its regular meeting on Wednesday, July 23, 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
Announce-ment

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

Flag Salute

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

Roll Call

Public Discussion:

Public Discussion

MOTION: To open meeting for public discussion. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously. (7:02 pm)

Judy Casagrande spoke of the Strategic Planning Committee/Community Partnership Group reaching accomplishing it's goal. There is now a newly formed Municipal Alliance group headed by the City, but represented by both groups.

MOTION: To close meeting to public discussion. Mrs. Byrd Second: Mr. Klosek. Motion carried unanimously. (7:10 pm)

Correspondence:

Correspondence

MOTION: To file correspondence appropriately. Second: Motion carried unanimously.

Superintendent Report of Informational Items

Superintendent Informational Items

1. Enrollment 2013-14

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

Enrollment

2. Attendance

Attendance

Student Attendance – June

Total Enrollment: 174

Possible Days for students: 15 Percentage of Absences: 3.73% Total Absences: 97 Average Daily Attendance: 165.2

Staff Attendance: June Certified Staff: Total Absences: 18

Percentage of Occasional Absence: 5.71%

Non-Certified Staff:

Total Absences: 5 Percentage of Occasional Absence: 3.7%

3. Drills Drills
- A. Fire Drill: 6/12/14 1:05
 - B. Bus Evacuation: 6/13/14
4. Other Items Other Items
- A. Wildcats' Den Before and After School Program— All call will go out along with informational letter.
 - B. Summer Camp Activities –Going well
 - C. Letter complimenting Ms. Bashenko (Attachment #1)
 - D. BJs Adopt*A* School Program – Special thanks to Mrs. Heath for applying, BJs has selected Estell Manor School at this year's Adopt*A*School partner. We have received a \$500 gift card for school supplies from BJ's. (Attachment #2)
 - E. Strategic Planning/Community Partnership Committee
We continue to welcome community involvement. We extend a special thank you to Judy Casagrande and all committee members for their Community Partnership Committee efforts. The last CPG meeting took place on July 17th.

Recommendations of the Superintendent

Recommendations
of 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

Curriculum and
Student Affairs

- (1). Field Trips - None
- (2). Fundraisers - None
- (3). HIB Report_ - None
- (4). Nurse's Monthly Report - None
- (5). Professional Development

MOTION: To approve of the following professional development activities:

- a. Joelle Tenaglia to attend required school law workshops August 5, 2014, at ETTC. ETTC hours will be utilized.
- b. Joy Ferronto to attend required Criminal History and Emergent Hire Workshop at county office July 31, 2014 (depending upon space).
No cost.

(6) Memorandum of Agreement

MOTION: To approve the Memorandum of Agreement (MOA) between law enforcement officials and Estell Manor School, signed and approved by the NJ State Police. See <http://www.state.nj.us/education/schools/security/regs/> for more information (Attachment # 3)

B. Policy

3rd reading of
Policies

MOTION: To approve 3rd reading of the following policies:

- 4119.26 Electronic Communication by School Staff
- 4219.26 Electronic Communication by School Staff
- 5113 Attendance Absences and Excuses
- 5131.6 Substance Abuse
- 5141 Health
- 2224 Nondiscrimination/AA
- 4111 Recruitment, Selection and hiring
- 4211 Recruitment, Selection and hiring

- 4111.1 Nondiscrimination/AA
- 4211.1 Nondiscrimination/AA
- 5145.4 Equal Educational Opportunity
- 6121 Nondiscrimination/AA
- 5145 Extracurricular Activities
- 6147 Evaluation of individual Student Perf

Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously on a roll call vote.

C. Finance

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

Finance

(1) Monthly Certifications

Board Secretary's Certification:

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

Board Secretary's Certification as of June 30, 2014

Board of Education Monthly Financial Certification: (Attachment # 4)

The Board Secretary recommends the Board certify that according to the Board Secretary's Certification as of June 30, 2014, after review of the Secretary's Monthly Financial Reports submitted, to the best of their knowledge:

Monthly Financial Certification as of June 30, 2014

- 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 June 2014.

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

(2) Approval of Expenditures (Attachment # 5)

Approve Expenditures for June 30, 2014 and July 2014

MOTION: To approve expenditures as listed

	June 30, 2014	July 2014
Fund 11	22,683.33	130,896.67
Fund 20		
Fund 40		8,979.00
Total	\$22,683.33	139,875.67

Budget Transfers

(3) Budget Transfers (Attachment # 6)

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

Cafeteria Report

(4) Cafeteria Financial Statements and Reports (Attachment #7 & 8)

MOTION: To approve Nutri-Serve Cafeteria Financial Statement report for June 2014. The net income for June is \$154.44. (The year to date deficit as

of June 30, 2014 is -\$1,873.40) (Last year this time: year to date deficit was -\$10.80). Also attached is a letter of explanation of deficit.

(5) 2014-2015 Tuition Contract with Buena Regional School District
 MOTION: To approve 2014-15 tuition contract in the amount of \$635,313.00 with Buena Regional as follows:

2014-2015 Tuition Contract with BRHS

Grade	Students	Rate	Total
9-12	45	12,597.00	566,865.00
Self Contained	1	20,806.00	20,806.00
Resource Room	2	23,821.00	47,642.00
2011-12 Tuition Adjustment deferral of			\$117,017.00
2012-13 Tuition Adjustment deferral of			\$241,373.63

(6) 2014-2015 ACS SSD Itinerant Services contract
 MOTION: To approve 2014-15 itinerant services contract with the Atlantic County Special Services District to be used on an as needed basis.

2014-2015 ACS SSD Itinerant Services

(7) 2014-2015 YALE School East, Inc. tuition contract
 MOTION To approve the 2014-15 YALE School East, Inc tuition contract in the amount of \$272.69 per diem for 180 days (regular school year) for a total of \$49,084.20 and for 30 days (Summer program) at \$272.69 for \$8,180.70 for a total cost of \$57,264.90.

2014-2015 YALE School East tuition contract

(8) Custodial Services
 MOTION: To approve to advertise for bids for outsourcing custodial services.

Custodial Services Bids

(9) Architect of Record Renewal
 MOTION: To approve renewal of Architect of Record contract with FVHD, John Veisz, for the 2014-15 school year.

Architect of Record Renewal for 2014-2015

(10) RESOLUTION AUTHORIZING AGREEMENT FOR CERTAIN LEGAL SERVICES ADOPTED BY THE BOARD OF EDUCATION OF THE CITY OF ESTELL MANOR IN THE COUNTY OF ATLANTIC

Resolution for legal services

WHEREAS, there exists a need for specialized legal services in connection with the authorization and the issuance of School District obligations by The Board of Education of the City of Estell Manor in the County of Atlantic (the "Board"), a body corporate of the State of New Jersey, including the review of such procedures and the rendering of approving legal opinions acceptable to the financial community; and

WHEREAS, such special legal services can be provided only by a recognized Bond Counsel firm, and the law firm of McManimon, Scotland & Baumann, LLC, Roseland, New Jersey is so recognized by the financial community; and

WHEREAS, funds are or will be available for this purpose;

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE CITY OF ESTELL MANOR IN THE COUNTY OF ATLANTIC AS FOLLOWS:

1. The law firm of McManimon, Scotland & Baumann, LLC, Roseland, New Jersey is hereby retained to provide specialized legal services necessary in connection with the authorization and the issuance of obligations by the Board in accordance with an Agreement dated as of July 1, 2014 and submitted to the Board (the "Contract").
2. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-5(a)(1), because it is for services performed by

persons authorized by law to practice a recognized profession.

- 3. A copy of this resolution as well as the Contract shall be placed on file with the Secretary of the Board.
- 4.A notice in accordance with the Public School Contracts Law of New Jersey in the form attached hereto shall be published.

(11) Atl. County Institute of Technology (ACIT) 2014-15 Tuition Contract
 MOTION: To approve 2014-15 tuition contract in the amount of \$278,161 with ACIT as follows:

ACIT 2014-2015 tuition contract

Grade	# of Students	Rate	Total
Grade 9	14	5,680.00	79,520.00
Grade 10	17	5,680.00	96,560.00
Grade 11	12	5,680.00	68,160.00
Grade 12	3	5,680.00	17,040.00
Pathway gr 10	1	8,600.00	<u>8,600.00</u>
Total	47		269,880.00
	Tuition adj		<u>8,281.00</u>
	TOTAL		\$ 278,161.00

Board Discussion on number 4 – lunch tougher on PBJ – State holding commodities.

Board Discussion

D. Facilities Report

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

Facilities Report

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

Facilities use applications

(1) MOTION: the following Use of Facilities Applications

Requested By: Community Partnership Group (CPG) / City MAC program
 Use: Volleyball
 Date/Times: September 16 – December 2, 2014 6:30PM - 10:00PM
 Rooms: Gymnasium
 Fee: None
 Proof of Ins: Provided by the City of Estell Manor

(2) Director of Facilities Report
 MOTION: To approve Facility Report as submitted.

Director of Facilities Report

(3) Correspondence with City of Estell Manor in reference to fence and parking lot (Attachment #10)

Correspondence

E. Personnel

Committee Meeting July 21, 2014

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

Personnel

(1) MOTION: To approve one part-time Elementary Teacher position to convert to full-time Elementary Teacher/Teacher of Students with Disabilities.

Change P/T
Elementary
Teacher Position to
F/T
Accept Tilton
Resignation

(2) MOTION: Accept with regrets the resignation of elementary school teacher, Tia Tilton effective immediately.

(3) MOTION: To hire Laurie Roselli, Teacher of Elementary, at the rate of \$51,323. Step 5, BA with 27 additional graduate credits effective September 1, 2014 pending negotiations.

Hire L. Roselli for
Teacher of
Elementary

(4) MOTION: To hire Rebecca Jamison, Teacher of Elementary, at the rate of \$71,242 + \$4,000 for a total of \$75,242. Step 12 MA with 60 additional graduate credits effective September 1, 2014 pending negotiations.

Hire R. Jamison,
Teacher of
Elementary

F. Other Items/Committees

Other Items

Approval of Minutes

MOTION: To approve Regular and executive sessions June 25, 2014 as submitted. Mrs. Byrd Second: Mr. Klosek. Motion carried, Mrs. McDonnell and Mr. Kellner abstained. (Attachment #12)

Approve Regular
and Executive
session minutes of
June 25, 2014

Old Business

Old Business

Memo from Nutri-Serve Food Management, Inc. in reference to deficit from 2013-14 (The year to date deficit as of June 30, 2014 is -\$1,873.40) (Last year this time: year to date deficit was -\$10.80). (Attachment #8)

Transportation – Meeting July 24, 2014 2:30pm. Mr. Klosek and Mrs. Byrd will go check out u turns and consistency

Regarding Memorial for Mrs. C. Olson – will follow up.

New Business

New Business

Mr. Adelman – Buena Sending/Receiving district

MOTION: To Open Public Session. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously. (8:52 pm)

Open Public
Session

MOTION: To close Public Session. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously. (8:52 pm)

Close Public
Session

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.

Personnel Issue (Attachment #13)
Personnel Issue—Tuition reimbursement
Sending/Receiving District issues

MOTION: To adopt the above Resolution. Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously. (8:52 PM)

MOTION: To resume Open Public Meeting. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously. (8:52 PM)

Adjourn:

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

Time: 8:52 PM

Respectfully Submitted,

Rose M. Millar
Business Administrator/Board Secretary

