

ESTELL MANOR BOARD OF EDUCATION
Regular Board of Education Meeting Minutes
Estell Manor School - Media Center
Thursday, May 23, 2024 6:00 p.m.

I. CALL TO ORDER – BOARD PRESIDENT

II. PLEDGE OF ALLEGIANCE

III. PUBLIC NOTICE

Welcome to this Regular Meeting of the Estell Manor Board of Education held on May 23, 2024. In compliance with the Open Public Meetings Act, Chapter 231, P.L. 1975, of the State of New Jersey, notice of this meeting of the Estell Manor Board of Education stating date, time, place, and agenda has been given to the official newspapers, posted in two public places, and filed with the Atlantic County Superintendent of Schools. If any member has reason to believe that this meeting is being held in violation of the Open Public Meetings Act of 1975 they shall so state at this time.

IV. ROLL CALL

Ms. Ferrari	<u>absent</u>	Ms. Gellura	<u>P</u>
Ms. Gray	<u>P</u>	Ms. Seelman	<u>P</u>
Ms. Mimler	<u>P</u>		
David Ricci, Superintendent	<u>P</u>		
Rose M. Millar, Board Secretary	<u>P</u>		

V. PUBLIC COMMENTS (AGENDA ITEMS ONLY) 6:03pm
No one spoke

VI. PRESENTATION

- o Students of the Month for April 2024 (Attachment #1)

VII. CLOSED SESSION - no closed session

VIII. MINUTES

Motion to approve the minutes for the following Board of Education meetings (Attachment #2)
Regular Meeting April 25, 2024

Motion: Ms. Seelman Second: Ms. Gellura

Roll Call: Ms. Gray, Ms. Gellura, Ms. Mimler, Ms. Seelman– all unanimous yes votes

IX. ANNUAL APPOINTMENTS

A. Adopt resolution to appoint School Board Auditor:

Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that Ford Scott & Associates, LLC is hereby appointed School Board Auditor for the period July 1, 2024 through June 30, 2025 at the annual rate of not to exceed \$19,000. (Attachment #3)

B. Adopt resolution to appoint Architect of Record:

Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that FVHD is hereby appointed Architect of Record for the period July 1, 2024 through June 30, 2025.

C. Adopt resolution to appoint School Physician:

Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, that Dr. Horowitz is hereby appointed School Physician for the period July 1, 2024 through June 30, 2025 at a rate of \$2,500/year.

D. Adopt resolution to appoint 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, 2024 through June 30, 2025 at a rate of \$3,690/year.

E. Adopt resolution for 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	Signors
General	Treasurer, SBA, Pres
Payroll	Treasurer, SBA, Pres
Agency	Treasurer, SBA
Donation	SBA
Student Act	CSA & SBA
Cafeteria	Treasurer
Flex Spend	SBA
Wildcats	CSA & SBA

F. Be it resolved, by the Board of Education of Estell Manor, County of Atlantic, Vineland Daily Journal, The Courier Post and Press of Atlantic City be and are hereby designated as the official newspapers of the Board of Education.

G. Approve the establishment of a petty cash fund of \$250 for the 2024-25 school year.

H. Approve the adoption of curriculum and textbooks currently in effect for the 2024-25 school year: Language Arts, Mathematics, Science, Social Studies, Health, Physical Education, Music, Art, Technology, 21st Century Learning, and World Language all in compliance with the New Jersey State Learning Standards. (Updates will be provided throughout the year, as necessary)

I. Approve the following school district officials for the 2024-25 school year:

- Public Agency Compliance Officer - R. Millar
- Custodian of records (OPRA) - R. Millar
- 504 Officer - S. Foley
- ADA Compliance Officer - P. Meyer
- Affirmative Action Officer- S. Foley (Affirmative Action Team to also includes D. Ricci)
- District Liaison for Missing and Abused Children - TBD
- Homeless Liaison - TBD

- District Anti-Bullying Coordinator – D. Ricci
- School Anti-Bullying Specialist/Investigator – TBD
- Integrated Pest Management Coordinator – P. Meyer
- Indoor Air Quality Designee – P. Meyer
- Chemical Hygiene Officer – P. Meyer
- Right to Know Officer – P. Meyer
- Title IX Coordinator – D. Ricci
- Asbestos Management Officer – P. Meyer
- School Safety Specialist – P. Meyer

J. To adopt all existing policies, rules, and bylaws of the Board of Education now standing for the 2024-25 school year.

K. To approve collection of mandated and permitted pupil records as per N.J.A.C. 6:3-6.3(a)2 for the 2024-2025 school year.

L. To approve travel expenses for the 2024-25 school year as per Policy 9250.

M. To recognize the Estell Manor Education Association as the bargaining unit for the 2024-25 school year.

N. To approve following tax shelter annuity companies/brokers for the 2024-25 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 – Colonial & American General

529 Plan – College America program administered by Allen & Assoc.

O. To approve the NJ Minimum Standard Chart of Accounts for Schools for 2024-25.

P. To approve the 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.

Q. To approve the Business Administrator /Qualified Purchasing Agent, to award contracts up to the bid threshold of \$44,000 and to establish a quote threshold of \$6,600.

R. To approve the authorization of the Business Administrator to wire transfer funds between the Board of Education bank accounts as necessary.

S. To approve granting the Superintendent authority to administer personnel matters when necessary as prescribed by law.

T. To approve all job descriptions in effect as of Annual Appointment.

X. X. FINANCE & FACILITIES

- A. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of April 2024. The Board Secretary certifies that no lone item account has been over expended in violation of N.J.A.C 6A: 23A – 16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Attachment #4)
- B. April Treasurer's Reports
Cash Reconciliation Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of April 2024. The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of April 2024.
- C. April Cash Reconciliation Report
Board Secretary in accordance with N.J.A.C 6A:23A-16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
- D. Board of Education Certification-pursuant to N.J.A.C 6A:23A-16.10 (c) 4 We certify that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C 6A:23A – 16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- E. April Transfers (Attachment #5)
Motion to approve line item transfers for the month of April 2024.
- F. Expenditures (Attachment#6)
Motion to approve expenditures list for May 2024.
- G. Preschool Master Teacher Contract
Motion to approve the 2024-2025 contract with Hamilton Township Board of Education for shared services for Preschool Master Teacher at the rate of \$545 per day for one – two days per month September 2024 through June 2025. (Attachment #7)
- H. Motion to approve Ms. Laurie Derringer to provide CPIS – Community & Family Involvement Specialist services for the 2024-2025 school year at the annual rate of \$1,000. (Attachment #8)
- I. Motion to approve The Speech Sub, LLC professional independent contract for speech language pathology services for 2024-2025 at the hourly rate of \$85 (Attachment #9)
- J. Motion to accept the Food Service Management Company (FSMC) proposal from Nutri-Serve Food Management, Inc. for July 1, 2024 – June 30, 2025 at the flat rate of \$12,600 for the 2024-2025 school year, with the option of four, one-year renewals. RFP bid opening was held on May 7, 2024.
- K. Motion to accept the New Jersey Department of Education FY 2024 School Security Grant (Grant #24E00657) in the amount of \$20,000.

SBA Informational Items:

Name	Title	Term Ends
Kathy Mimler	President	2024

Sarah Ferrari	Board Member	2024
Alicia Gray	Board Member	2026
Brianne Seelman	Vice President	2025
Theresa Gellura	Board Member	2026

Mandated NJSBA Training Requirements to be completed by 12/31/2024

Kathy Mimler	up-to-date	Alicia Gray	Gov IV (registered)
Sarah Ferrari	up-to-date	Theresa Gellura	– up-to-date
Brianne Seelman	up-to-date		

NJSBA Evaluations:

- Board Self Evaluation process
- CSA Evaluation process

REQUEST FOR PROPOSALS

For School District Legal Services have been received. Will appoint at the June 27th board meeting,

STATE AID:

NJDOE Broadcast: School Year 2024-2025 State Aid, Budget Procedures Calendar, and Tax Levy Cap Updates for Certain Districts (Attachment #10)

Motion: Ms. Gellura Second: Ms. Seelman

Discussion: Ms. Mimler inquired about the bill list and the Weymouth payments for student aide and legal RFPs. Graduation was discussed and the speaker and the number of seats.

Roll Call: Ms. Gray, Ms. Gellura, Ms. Mimler, Ms. Seelman– all unanimous yes votes

XI. Superintendent's Informational Items:

- Teacher of the Year
- NJSLA
- NJSLA-Science
- iReady
- Track and Field Meet of Champions
- Student Showcase
- HSA Frozen Treat Truck
- Semi- Formal
- Donuts with Dad
- Spring Band and Choral Concert
- Field Day
- 8th Grade Graduation

Security Drills:

Fire Drill: April 29, 2024

Security Drill: April 30, 2024

XII. CURRICULUM & INSTRUCTION

A. Motion to approve the following Professional Development days:

Date	Topic	Location	Staff	Cost	Mileage
5/14	Toolkit for Schools- Addressing Marijuana Legalizations	Stockton Univ.	Nancy Wanner	sub rate	TBD
3/18/2024 & 3/19/2024	Part 1 Introduction to The Creative Curriculum for Preschool	Virtual LIVE; NJ GROW KIDS: 6pm-9pm	S. Monfredo	contracted hourly rate	
4/4/2024	Cannabis Legalization: Critical Policy Issues Impacting the Health of Children	Virtual; Network for Public Health - 1pm - 2pm	N. Wanner	\$0	
4/11/2024	Common Cardiac Concerns and Cardiac Risk Evaluation in School Aged Children	Virtual; Atlanticare: -5pm - 6:30pm	N. Wanner	\$25	
5/1/2024	The Role of School Nurse and School Physician in Addressing Student Substance Abuse	Virtual; NJPSA Legal One: 3:30pm - 5pm	N. Wanner	\$0	
5/9/2024	Early Literacy Strategies Students with Disabilities	Virtual ; NJDOE 4pm-6:30pm	S. DeLucca, T. DiModica	contracted hourly rate	

B. Motion to approve the eighth grade Semi-Formal Dance May 31, 2024 in the school gymnasium.

Motion: Ms. Seelman Second: Ms. Gellura

Discussion: None

Roll Call: Ms. Gray, Ms. Seelman, Ms. Gellura, Ms. Mimler- all unanimous yes votes

XIII. PERSONNEL

A. Motion to approve Caitlin Yacovelli as preschool teacher step 1 BA at the salary \$59,282 for the 2024-2025 school year.

B. Motion to approve Judy Lorito as substitute custodian on an as-needed basis for summer work contracted substitute custodian hourly rate of \$16.00.

C. Motion to approve Greta Normand as substitute custodian on an as-needed basis for summer work contracted substitute custodian hourly rate of \$16.00.

- D. Motion to approve Ann Clark as substitute custodian on an as-needed basis for summer work contracted substitute custodian hourly rate of \$16.00.
- E. Motion to approve outside agencies contract agreements with the following agencies to provide related services to our students for the 2024-2025 school year:

AGENCY	RATE	SERIVICES
ACSSSD	As per contract	Itinerant Services
Bayada	As per contract	School Nurse
CCSSSD	As per contract	Itinerant Services
CMCSSSD	As per contract	Itinerant Services
GCSSSD	As per contract	Itinerant Services
SCSSSD	As per contract	Itinerant Services
The Wright Agency	As per contract	School Nurse/Aides
Delta-T Group Agency	As per contract	School Nurse/Aides

Motion: Ms. Seelman Second: Ms. Gellura

Discussion: None

Roll Call: Ms. Gray, Ms. Gellura, Ms. Seelman, Ms. Mimler– all unanimous yes votes

XIV. POLICY

Ms. Mimler discussed the draft Strauss Esmay policy manual.

XV. BOARD INFORMATION/COORESPONDENCE

Ms. Mimler attended the NJSBA Delegate Assembly and reviewed the details with the Board.

Ms. Seelman discussed the Broadcast that recently came out for the NJDOE about SGOs.

XVI. PUBLIC COMMENTS 6:34pm no one spoke

XVII. ANY OTHER PERTINENT INFORMATION THAT MAY BE BROUGHT BEFORE THE BOARD

XVIII. CLOSED SESSION - None

XIX. ADJOURNMENT – Time: 6:36 pm

Motion: Ms. Gray Second: Ms. Gellura

Roll Call: Ms. Seelman Ms. Gray, Ms. Gellura, Ms. Mimler– all unanimous yes votes