

ESTELL MANOR BOARD OF EDUCATION
Board of Education Public Hearing/Regular Meeting Minutes
Estell Manor School - Media Center
Thursday, April 30, 2025 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 April 30, 2025. 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. Gray	X	Ms. Seelman	X
Ms. Kisby	X	Bryan Lavender	X
Ms. Maddox	X		
David Ricci, Superintendent	X	Rose M. Millar, Board Secretary	X
Amy Guerin, Esquire	X		

V. PUBLIC COMMENTS (AGENDA ITEMS ONLY) 6:02pm

No one spoke

VI. PRESENTATION:

- Students' of the Month (Attachment #1)
- Budget Presentation of the 2025-2026 budget

VII. CLOSED SESSION - None

VIII. MINUTES

Motion to approve the minutes for the following Board of Education meetings (Attachment #2)

- Regular Meeting March 19, 2025

Motion: Ms. Kisby Second: Ms. Maddox

Roll Call: Ms. Kisby, Ms. Maddox, Ms. Seelman, Mr. Lavender, Ms. Gray - all unanimous yes votes

A. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of March 2025. 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 #3)

B. March Treasurer's Reports

Cash Reconciliation Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of March 2025. The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of March 2025.

- C. March 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. March Transfers (Attachment #4)
Motion to approve line item transfers for the month of March 2025.
- F. Expenditures (Attachment #5)
Motion to approve expenditures list for April 2025
- G. G Motion to approve the 2025-2026 Joint Transportation Agreement with Atlantic County Special Services School District. (Attachment #6)
- H. Motion to approve the transportation jointure with Atlantic City Board of Education for 2024-2025 for one high school student in the amount of \$501.84 (Attachment#7).
- I. Motion to approve 2025-2026 transportation contact with Cape May County Special Services (Attachment #8)
- J. Motion to approve the Risk Management Consultant Agreement for 2025-2026 with Glenn Insurance Agency, Inc. in the annual amount of \$825. (Attachment #9)
- K. Motion to accept the Atlantic Care School Wellness Stipend for Student Showcase in the amount of \$150. (Attachment #10)
- L. Motion to approve the HSA's Use of Facilities request for the 8th Grade Semi Dance, June 6, 2025 6:00-9:00 pm. Set-up on June 5, 2025 4:00-9:00 pm in the Gymnasium.
- M. Motion to approve the Salem County Special Services School District Related Services Contract for 2025-2026 to be used on an as needed basis. (Attachment #11)
- N. Motion to approve the Salem County Special Services School District Related Shared Services Contract for Occupational Therapy for September 2025 through June 30, 2025 in the amount of \$13,241.80. (Attachment #12)
- O. Motion to approve the adoption of the FINAL BUDGET as approved by the Interim Executive County Superintendent

WHEREAS, the Estell Manor Board of Education adopted a tentative budget on March 19, 2025, and submitted it to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on March 25, 2025, and

WHEREAS, the tentative budget was advertised in the legal section of the Vineland Daily Journal on April 1, 2025, and

WHEREAS, the final budget was presented to the public during a hearing held in the Board of Education Administrative Offices of Estell Manor, NJ, on Wednesday, April 30, 2025.

	<u>Budget</u>	<u>Tax Levy</u>
General Fund	\$5,135,130.	\$2,905,559.
Special Revenue	624,710.	0.
Debt Service	<u>111,522.</u>	<u>82,706.</u>
Total Base Budget	\$5,871,362.	\$2,988,265.

And to advertise said tentative budget in the Atlantic City Press in accordance with the form required by the State Department of Education and according to law; and BE IT FURTHER RESOLVED, that a public hearing be held at the Estell Manor Board of Education located at 128 Cape May Avenue, Estell Manor on April 30, 2025 at 6:00p.m. for the purpose of conducting a public hearing on the budget for the 2025-2026 School Year.

Use of Prebudget Year Tax levy and Enrollment Adjustment

BE IT RESOLVED that the Estell Manor Board of Education includes in the final budget an enrollment adjustment as calculated in the budget software and pursuant to N.J.S.A. 18A:7F-38 subsection (b)2 and N.J.A.C. 6A:23A-11.2 subsection (b), above 2% in the amount of \$25,068. The district intends to utilize this adjustment for 2025-2026 budget needs.

Use of Health Care Adjustment

BE IT RESOLVED that the Estell Manor Board of Education includes in the final budget a Health Care Costs adjustment as calculated in the budget software and pursuant to N.J.S.A. 18A:7F-38 subsection (d) in the amount of \$4,016. The additional funds will be used to pay for the additional increases in health care premiums.

Travel and Related Expense Reimbursement 2025-2026

WHEREAS, the Estell Manor Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and WHEREAS, N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and WHEREAS, the Estell Manor Board of Education established \$10,000 as the maximum travel amount for the current school year and has expended \$ 47.47 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$10,000 for the 2025-2026 school year.

Motion: Ms. Maddox Second: Ms. Kisby
 Roll Call: Ms. Kisby, Ms. Maddox, Ms. Seelman, Mr. Lavender, Ms. Gray - all unanimous yes votes

SBA Informational Items:

Name	Title	Term Ends	NJSBA Training
Brianne Seelman	President	2025	Up-to-date
Alicia Gray	Vice President	2026	Up-to-date
Sarah Kisby	Board Member	2027	Gov I - completed
Joan Maddox	Board Member	2027	Gov I - completed
Bryan Lavender	Board Member	2025	Gov I

Committee Listing

Estell Manor Board of Education Committees

Committee	Member	Member
Negotiations (<i>Kathy Mimler – Consultant approved 1/9/25</i>)	Joan Maddox	Unfilled (conflicts)
Personnel	Joan Maddox	Brianne Seelman
Finance & Facilities	Brianne Seelman	Sarah Kisby
Policy & Curriculum	Alicia Gray	Bryan Lavender
NJSBA Delegate	Brianne Seelman	Alicia Gray (alternate)
Buena BOE Representative	Brianne Seelman	

NJSBA Evaluations:

- Board Self Evaluation process
- CSA Evaluation process

NJSBA Atlantic County Meetings:

5/08/25 Greate Bay County Club – Recognition of Board Members for certifications/milestones

IX. Superintendent’s Informational Items:

- NJHS Induction 3/26. Congrats to our 5 inductees.

- School Bus Driver Appreciation Day 4/22.
- Administrative Professionals Day 4/23.
- Lanschool Trial begins 4/30. Classroom management software Gr. 5-8
- 4 New Substitute Teachers
- Volleyball Season. Students approved, great experience
- Softball started. 18 students participating. Looking forward to great season.

Security Drills: March 28, 2025 fire drill & March 31, 2025 security drill

XII. CURRICULUM & INSTRUCTION

A. Report of Enrollment for March 2025

Grade	Estell	ACIT	Buena	ACSSSD	CMCSSSD	CMC Tech	CharterTech
PreK3	11						
PreK4	14						
K	13						
1	20						
2	16						
3	22						
4	23						
5	23						
6	22						
7	22						
8	17						
9		3	15				
10		3	8			1	
11		7	6				
12		3	10				1
MD				2	1		
TOTALS	203	16	39	2	1	1	1

B. Motion to approve the following Professional Development:

5/2/2025	BER: Increasing Student Mastery of Math Facts and Mental Math Skills	Virtual	R. Jamison	\$295 and sub
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Motion: Ms. Maddox Second: Ms. Maddox

Discussion: None

Roll Call: Ms. Kisby, Ms. Maddox, Ms. Seelman, Mr. Lavender, Ms. Gray - all unanimous yes votes

XIII. PERSONNEL

A. Motion to approve with regret the retirement of Lynn Regalbuto effective June 30, 2025.

- B. Motion to approve the Family Medical Leave request for employee 941905 effective 05/16/2025 through June 18,2025 and NJ Family Leave Act for September through 2025.
- C. Motion to approve the Family Medical Leave request from employee 25300 effective 05/19/2025 through June 18,2025 and NJ Family Leave Act for the 2025-2026 school year to be used intermittently.
- D. Motion to approve Hannah Rose as long term substitute for the 2024-2025 effective May 16, 2025 – June 30, 2025 at the approved substitute rate.
- E. Motion to approve the following pay rates for the 2025-2026 school year:

Rates	Rate Calc	Amount
Substitute Teacher w/o cert	Daily	\$125.00
Substitute Teacher with cert	Daily	\$150.00
Substitute Custodian	Hourly	\$15.49
Substitute Nurse	Daily	\$325.00
Substitute Secretary	Hourly	\$19.00
Base Rate Paraprofessional Regular	Hourly	\$19.00
Base Rate Paraprofessional with Sub Cert	Hourly	\$20.00
Base Rate Paraprofessional with Sub & Teach	Hourly	\$21.00
Base Rate Custodian PT Permanent Employee	Hourly	\$19.00
WCD Substitute (non-EMEA)	Hourly	\$25.00

- F. Motion to approve Rose M. Millar as the full time twelve-month Business Administrator/Board Secretary, approved from the Atlantic County Office of Education as required, for the period July 1, 2025 through June 30, 2026 at the contracted rate of \$135,928. (Attachment #13)
- G. Motion to approve Sarah R. Foley as the full time twelve-month Supervisor of Curriculum & Instruction for the period of July 1, 2025 through June 30, 2026 at the contracted rates of \$106,311. (Attachment #14)
- H. Motion to approve Sarah R. Foley as the Special Education Supervisor for the period of July 1, 2025 through June 30, 2026 at the contracted rates of \$22,660. (Attachment #15)
- I. Motion to approve Jennifer Graff as full time twelve-month Confidential Secretary for the period July 1, 2025 through June 30, 2026 at the contracted rate of \$49,468.
- J. Motion to approve Priscilla Meyer as full time twelve-month Supervisor of Buildings & Grounds for the period July 1, 2025 through June 30, 2026 at the contracted rate of \$67,434. (Attachment #16)
- K. Motion to approve Andrea Conto as full time custodian at the annual salary of \$40,685 for the 2025-2026 school year.

L. Motion to approve Katlyn Gilbert as part time custodian at the hourly rate of \$19.57 for the 2025-2026 school year (not to exceed 29.5 hours/week).

M. Motion to approve James Stiteler as part time custodian at the hourly rate of \$19.57 for the 2025-2026 school year (not to exceed 29.5 hours/week).

N. Motion to approve Greta Normand as part time ten-month paraprofessional at the hourly rate of \$24.93 to work 29.5 hours per week for the 2025-2026 school year.

O. Motion to approve Ann Clark as part time ten-month paraprofessional at the hourly rate of \$24.40 to work 29.5 hours per week for the 2025-2026 school year.

P. Motion to approve Kristine Kelly as part time ten-month paraprofessional at the hourly rate of \$20.60 to work 29.5 hours per week for the 2025-2026 school year.

Q. Motion to approve Grace Bromhead as part time ten-month paraprofessional at the hourly rate of \$21.63 to work 29.5 hours per week for the 2025-2026 school year.

R. Motion to approve Tiffany DiModica as part time ten-month paraprofessional at the hourly rate of \$20.16 to work 29.5 hours per week for the 2025-2026 school year.

S. Motion to approve Suzanne Monfredo as full time ten-month preschool paraprofessional at the hourly rate of \$20.16 for the 2025-2026 school year.

T. Motion to approve Judy Lorito as full time ten-month preschool paraprofessional at the hourly rate of \$20.16 for the 2025-2026 school year.

U. Motion to approve Maranda Ballard as part time ten-month Wildcat Den Coordinator at the hourly rate of \$25.75 for the 2025-2026 school year (not to exceed 29.5 hours/week).

V. Motion to approve the following EMEA tenured full time ten-month staff members for the 2025-2026 school year: (*PENDING NEGOTIATIONS)

Name	Hire Date	Long	Long%	Educ Level	Step 24-25	Guide Amount 2024-25	Education 2024-25	Long 2024-25	TOTAL 2024-25 2025-2026 (T
Baker	9/1/2012	n/a	0.0%	BA30	15	\$ 91,142.00	\$ 1,500.00	\$ -	\$ 92,642.00 *
DeLucca	9/1/2014	n/a	0.0%	MA	15	\$ 91,142.00	\$ 3,000.00	\$ -	\$ 94,142.00 *
Dormanen	9/1/1992	30+	6.5%	BA30	15+	\$ 91,142.00	\$ 1,500.00	\$ 6,021.73	\$ 98,663.73 *
Jamison	9/1/2014	n/a	0.0%	MA30	15	\$ 91,142.00	\$ 4,000.00	\$ -	\$ 95,142.00 *
Malkin	9/1/2012	n/a	0.0%	MA	15	\$ 91,142.00	\$ 3,000.00	\$ -	\$ 94,142.00 *
Schoenborn	9/1/2013	n/a	0.0%	BA	14	\$86,882.00	\$ -	\$ -	\$ 86,882.00 *
Sharpe	1/1/2005	20+	2.0%	MA30	15	\$ 91,142.00	\$ 4,000.00	\$ 1,902.84	\$ 97,044.84 *
Smith	9/1/2012	n/a	0.0%	MA15	15	\$ 91,142.00	\$ 3,500.00	\$ -	\$ 94,642.00 *
Thompson	11/15/21	n/a	0.0%	MA15	12	\$ 78,482.00	\$ 3,500.00	\$ -	\$ 81,982.00 *

VanGilder	9/1/21	n/a	0.0%	BA	6	\$64,682.00	\$ -	\$ -	\$64,682.00 *
Wanner	1/1/2013	n/a	0.0%	BA30	15	\$91,142.00	\$ 1,500.00	\$ -	\$ 92,642.00 *

W. Motion to approve the following EMEA non-tenured, part time and full time, ten-month staff members for the 2025-2026 school year (*PENDING NEGOTIATIONS):

Name	Hire Date	Long	Long%	Educ Level	Step 24-25	Guide Amount 2024-2025	Education 2024-2025	Long 2024-2025	TOTAL 2024-25 2025-2026 (T
Dooner	9/1/2023	n/a	0.0%	BA+30	2	\$60,282.00	\$ 1,500.00	\$ -	\$61,782.00 *
DiBenedetto	9/1/2022	n/a	0.0%	BA	6	\$64,682.00	\$ -	\$ -	\$64,682.00 *
Flynn	9/1/2023	n/a	0.0%	BA+30	2	\$60,282.00	\$1,500.00	\$ -	\$61,782.00 *
George (PT)	9/1/2024	n/a	0.0%	MA	1	\$42,327.35	\$2,142.00	\$ -	\$44,469.35 *
Jackson	9/1/2023	n/a	0.0%	BA	2	\$60,282.00	\$ -	\$ -	\$60,282.00 *
Morinelli	1/1/2023	n/a	0.0%	MA	3	\$61,282.00	\$3,000.00	\$ -	\$64,282.00*
Schweer	9/1/2023	n/a	0.0%	MA	2	\$60,282.00	\$3,000.00	\$ -	\$63,282.00*
Spratt (PT)	9/1/2024	n/a	0.0%	MA	1	\$43,327.35	\$2,142.00	\$ -	\$44,469.35*
Yacovilli	9/1/2024	n/a	0.0%	BA	1	\$59,282.00	\$ -	\$ -	\$59,282.00*

X. Motion to approve Haley Duffy as a long-term substitute teacher from May 15, 2025 through the remainder of the 2024-2025 school year at the approved substitute rate, pending completion of required paperwork.

Y. Motion to approve Greg VanGilder as a volunteer assistant coach for the girls' softball team, pending completion of required paperwork.

Z. Motion to approve Maranda Ballard as a substitute paraprofessional for the remainder of the 2024-2025 school year.

Motion: Ms. Maddox Second: Ms. Gray

Roll Call: Ms. Kisby (abstain item P), Ms. Maddox, Ms. Seelman, Mr. Lavender, Ms. Gray - all unanimous yes votes

XIV. POLICY

A. Motion to approve first reading of the following policies and regulations: (Attachments # 17)

P 5512 Harassment, Intimidation, or Bullying (M) (Revised)

P 5533 Student Smoking (M) (Revised)

R 5533 Student Smoking (Revised)

P&R 7441 Electronic Surveillance in School Buildings and On School Grounds (M) (Revised)

P&R 9320 Cooperation with Law Enforcement Agencies (M) (Revised)

P 2365 Acceptable Use of Generative Artificial Intelligence (AI) (New)

P 5111 Eligibility of Resident/Nonresident Students (M) (Revised)

P 5460 High School Graduation (M) (Revised)

P 5516 Use of Electronic Communication Devices (Revised)

P 5516 Use of Electronic Communication Devices (New)

- P 5701 Academic Integrity (Revised)
- P 5710 Student Grievance (Revised)
- P 8500 Food Services (M) (Revised)
- P 9163 Spectator Code of Conduct for Interscholastic Events (M) (New)

Motion: Ms. Gray Second: Ms. Kisby

Roll Call: Ms. Kisby, Ms. Maddox, Ms. Seelman, Mr. Lavender, Ms. Gray - all unanimous yes votes

XV. BOARD INFORMATION/CORRESPONDENCE

Ms. Seelman publicly thanked Lynn Regalbuto for her service to the Estell Manor Board of Education and wishes her well in retirement.

Ms. Maddox discussed the 100-year celebration of the City of Estell Manor and informed the Board of the May 13th 5pm planning meeting at the City Hall.

XVI. PUBLIC COMMENTS 6:37pm - 6:57pm

- Various staff members present at the meeting spoke about the need for web-filtering software products (GoGuardian, Classwise, Lightspeed) to assist with student Chromebook management and the lack of substitute teachers for teacher absences.
- Ms. Frickman spoke about Learning Ally.

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

XXI. ADJOURNMENT – Time: 6:59 pm

Motion: Ms. Maddox Second: Ms. Kisby

Roll Call: Ms. Kisby, Ms. Maddox, Ms. Seelman, Mr. Lavender, Ms. Gray - all unanimous yes votes

Upcoming Meeting Dates:

- May 22,2025