

ESTELL MANOR BOARD OF EDUCATION
Board of Education Public Hearing/Regular Meeting Minutes
Estell Manor School - Media Center
Thursday, August 28, 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 August 28, 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

V. PUBLIC COMMENTS (AGENDA ITEMS ONLY) 6:01pm
No one spoke

VI. PRESENTATION: N/A

VII. CLOSED SESSION – 6:01pm

Motion Ms. Gray Second: Mr. Kisby

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

RESUME OPEN SESSION – Time: 6:24pm

Motion Ms. Gray Second: Ms. Maddox

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

VIII. MINUTES

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

- Regular Meeting July 31, 2025

Motion: Ms. Kisby Second: Mr. Maddox

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

IX. FINANCE & FACILITIES

- A. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of July 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 #2)

- B. July Treasurer's Reports
Cash Reconciliation Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of July 2025. The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of July 2025.
- C. July 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. July Transfers (Attachment #3)
Motion to approve line item transfers for the month of July 2025.
- F. Expenditures (Attachment #4)
Motion to approve expenditures list for August 2025.
- G. Motion to approve the 2025-2026 tuition contract for a Grade 6-Multiply Disabled Student with Hamilton Township Board of Education as follows: (Attachment #5)
- Annual MD Tuition \$25,115 (\$139.53/day)
 - 1:1 Para Cost \$72,842.43
 - Related Services \$3,150.00 ((25) – 30 min OT Sessions, (40) – 30 min PT Sessions, and (40) – 30 min Speech Therapy Sessions per year @ \$60 per hr.)
- H. Motion to approve the Joint Transportation Contract for 2025-2026 with Cape May County Special Services School district (Route CMCH-A). (Attachment # 6)
- I. Motion to approve the 25-26 breakfast and lunch prices as follows:
Lunch – Student \$3.75 Lunch – Staff \$4.75 Breakfast – Student \$1.85
- J. Motion to accept the 2025-2026 REAP (Rural Education Achievement Program) grant in the amount of \$17,592. (Attachment #7)
- K. Motion to approve the HSA events calendar / use of facility for the 2025-2026 school year. (Attachment #8)
- L. Motion to approve the 2025-2026 Employer Paid Services (EPS) account with Cape Regional Urgent Care for medical testing as needed at no annual fee (billed only for the actual cost of services).
- M. Motion to approve the Personal Aide Agreement for 2025-2026 with Atlantic County Special Services District in the amount of \$58,000. (Attachment #9)

N. Motion to approve the Itinerant Services Contract with for 2025-2026 with Atlantic County Special Services District to be used on an as needed basis. (Attachment #10)

O. Motion to approve the 2025-2026 tuition contract with Atlantic County Vocational School in the amount \$68,943:

16 regular education students @ \$3,200 = \$51,200
 2 special education students @ \$6,500 = \$13,000
 23-24 tuition adjustment owed \$4,743

Motion: Ms. Kisby Second: Mr. Lavender

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

SBA Informational Items:

Name	Title	Term Ends
*Brienne Seelman	President	2025
Alicia Gray	Vice President	2026
Sarah Kisby	Board Member	2027
Joan Maddox	Board Member	2027
*Bryan Lavender	Board Member	2025

Atlantic County SBA Meeting Schedule 2025-2026

- Oct. 8 @ 6 PM (Hybrid) Topic: "How to Increase Student Test Scores" Location: Greate Bay or Virtually
- Dec. 11 @ 6 PM (Hybrid) Topic: "What Legal Issues are your District Facing" Location: TBD or Virtually
- Feb. 11 @ 6:45 PM (Virtual) Topic: "How Can Board Members Be More Involved in the District Curr.
- March 23 @ 6 PM Event: Atlantic County 8th Grade Dialogue Location: TBD
- May 18 @ 6 PM (Hybrid) Topic: Spring Celebrations & County Teacher of the Year Location: Greate Bay or Virtually

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	Brienne Seelman
Finance & Facilities	Brienne Seelman	Sarah Kisby
Policy & Curriculum	Alicia Gray	Bryan Lavender
NJSBA Delegate	Brienne Seelman	Alicia Gray (alternate)
Buena BOE Representative	Brienne Seelman	

NJSBA Evaluations:

- Board Self Evaluation process

NJSBA Workshop

The annual Workshop training conference will take place from Monday, October 20 to Thursday, October 23 at the Atlantic City Convention Center. Workshop is the most extensive training event for New Jersey's local school officials.

IX. Superintendent's Informational Items:

- Landscapers – mulch/grounds
- Re-painting parking lot lines
- NJSLA PPP
- District Goals 25-26 (Attachment #12)
- Full Time Confidential Secretary
- Full Time Science Teacher
- Part Time Paraprofessionals
- Preschool and Kindergarten Orientation
- New Staff Orientation
- Chromebook Distribution
- Sports Bus Transportation update – one way
- QSAC Facilities Walkthrough

Discussion took place regarding the new one way bussing for sports.

Security Drills: N/A

XII. CURRICULUM & INSTRUCTION

A. Motion to approve the Annual Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms for the 2025-2026. (Attachment #11)

Motion: Ms. Gray Second: Mr. Kisby

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

XIII. PERSONNEL

- A. Motion to accept with regret the resignation of William Dooner as teacher effective immediately. (Attachment #13).
- B. Motion to approve Paul Popovick as science teacher for the 2025-2026 school year at Step 1 BA level \$61,417.
- C. Motion to approve salary guide movement for Caitlin Yacovelli to Step 2 BA+30 for the 2025-2026 school year at the annual salary of \$62,417 + \$1,500 = \$63,917.
- D. Motion to approve Deva Pursell as part time paraprofessional for the 2025-2026 school year at the rate of \$19.00 per hour for 29.5 hours per week.
- E. Motion to approve Lauren O'Donnell as part time paraprofessional for the 2025-2026 school year at the rate of \$19.00 per hour for 29.5 hours per week.

- F. Motion to approve Tiffany Hare as part time paraprofessional for the 2025-2026 school year at the rate of \$20.00 per hour for 29.5 hours per week.
- G. Motion to approve Employee# 00414 New Jersey Family Leave Act (NJFLA) intermittent leave request for the 2025-2026 school year.
- H. Motion to approve Catherine Persello as substitute nurse for the 2025-2026 school year.
- I. Motion to approve Sherri Calabro as confidential secretary for the 2025-2026 school year effective September 2nd at the annual salary of \$45,000 (prorated).
- J. Motion to approve the following extra-curricular staff members for the 2025-2026 school year:

Activity	Advisor/Coach
Student Council	Sarah Sharpe
Drama Club	TBD
Test Coordinator	Tami Schoenborn
NJHS	Elaine Baker
Journalism	Tami Schoenborn
Book Club	Jen DiBenedetto
Yearbook Advisor	Meredith VanGilder
Safety Patrol Advisor	Elaine Baker
Cross Country	Elaine Baker
Girls Basketball	Rebecca Flynn
Boys Basketball	TBD
Softball	Meredith VanGilder
Baseball	TBD
Lower Grade Intramural	TBD
Athletic Coordinator	Sarah Sharpe
Green Team	Sarah Sharpe/Meredith VanGilder
Band	Tami Schoenborn
Choir	Tami Schoenborn
After School Tutoring for BSI Students	Rebecca Flynn/Tami Schoenborn
Field Hockey	Meredith VanGilder
Volleyball	Erin Jackson

Motion: Ms. Kisby Second: Ms. Maddox

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

XIV. POLICY none

XV. BOARD INFORMATION/CORRESPONDENCE

Volunteers are needed for the City of Estell Manor Centennial Celebration on Sept 27th

Brianne Seelman attended Buena Regional Board Meeting last week

Brianne Seelman uploaded the goals for the Board Self Evaluation

Mr. Ricci looked into the Boating Safety Classes and we will see if there is interest.

XVI. PUBLIC COMMENTS 6:40pm – 6:43pm

Ms. Frickman spoke and welcomed the teachers back to school.
Dr. Sharpe inquired about any potential cuts to programs.

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

Mrs. Seelman had nothing to report on Buena Regional meetings, and the board self-evaluations discussed.

XXI. ADJOURNMENT – Time: 6:43 pm

Motion: Ms. Kisby Second: Ms. Maddox

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

Upcoming Meeting Dates:

- September 25, 2025 - Thursday