

ESTELL MANOR BOARD OF EDUCATION  
Regular Board of Education Meeting Agenda  
Estell Manor School - Media Room  
Thursday, March 14, 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 March 14, 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 newspaper, 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	_____	Ms. Gellura	_____
Ms. Gray	_____	Ms. Seelman	_____
Ms. Mimler	_____		
David Ricci, Superintendent	_____	Rose M. Millar, Board Secretary	_____

V. PUBLIC COMMENTS (AGENDA ITEMS ONLY)

VI. CLOSED SESSION – Time: \_\_\_\_\_

VII. RESUME OPEN SESSION – Time: \_\_\_\_\_

Roll Call: Ms. Gray, Ms. Gellura, Ms. Seelman, Ms. Ferrari, Ms. Mimler

VIII. PRESENTATION: Students of the Month February (Attachment #1)

IX. MINUTES

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

Regular Meeting February 22, 2024

Roll Call: Ms. Gray, Ms. Gellura, Ms. Seelman, Ms. Ferrari, Ms. Mimler

X. FINANCE & FACILITIES

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

B. February Treasurer's Reports

Cash Reconciliation Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 2024. The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of February 2024.

C. February 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. February Transfers (Attachment #4)

Motion to approve line item transfers for the month of February 2024.

F. Expenditures (Attachment#5)

Motion to approve expenditures list for March 2024.

G. Motion to approve participation in the 2024-2025 Cooperative Transportation Services agreement and the tuition, ESY & one-to-one aid contracts with Cape May County Shared Services for transportation needs as needed. (Attachment #6)

H. 2024-2025 Budget Submission

BE IT RESOLVED, the Estell Manor Board of Education, in the County of Atlantic, State of New Jersey, hereby approves the submission of the 2024-2025 budget to the Atlantic County Office Education for review:

	Budget	Local Tax Levy
General Fund	\$5,064,089	\$2,820,974
Special Revenue Fund	\$631,969	\$0
Debt Service Fund	\$114,491	\$114,491
Total	\$5,810,549	\$23,935,565

BE IT FURTHER RESOLVED, to acknowledge that the 2024-2025 budget, as described above, results in a general fund tax levy of \$2,820,974 and a debt service fund tax levy of \$114,491; and

BE IT FURTHER RESOLVED, that pursuant to NJAC 6A:23A-7.3, budgeted travel expenses do not exceed \$10,000; and

BE IT FURTHER RESOLVED, that pursuant to NJAC 6A:23A-5.2, maximum dollar amounts for public relations and professional services have been established and are detailed in the appropriations section of the 2024-2025 budget.

K. 2024-2025 Preschool Program Plan Budget (Attachment #7)

Motion to submit the 2024-2025 Preschool Budget Workbook to the New Jersey Division of Early Childhood Education.

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

2023-2024 Atlantic County SBA Meeting Dates

- Tuesday, May 7 @ 6:00 p.m. (Hybrid)

*\*Meeting dates and times are subject to change. Location TBD*

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

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

NJSBA Evaluations:

- Board Self Evaluation process
- CSA Evaluation process

School Ethics Commission Annual Disclosure Statements

Personal/Relative and Financial Disclosure Statements (Disclosure Statements) pursuant to N.J.S.A. 18A:12-21 et seq. of the School Ethics Act Statements are due by April 30, 2024.

FOOD SERVICE MANAGEMENT COMPANY (FSMC)

The Estell Manor School District is in the 5<sup>th</sup> year of the FSMC Contract Cycle and we are required to procure a new base year contract for the 2024-2025 school year.

XI. Superintendent's Informational Items:

- Parent/Teacher Conf. 3/7, 3/8
- Spelling Bee 3/9 N.B. did well
- Read Across America
- After School Tutoring
- STEAM Class K-4
- Strategic Planning Mtg 3/13
- Wizard of Oz Play 3/21 - 3/22
- Volleyball Team doing well

Security Drills:

Fire Drill: February 27, 2024

Security Drill: February 28, 2024

XII. CURRICULUM & INSTRUCTION

A. Motion to approve the attached Professional Development days:

Date	Topic	Location	Staff	Cost
4/11/24	Cardiac Concerns School Age Children	Atlanticare	Nancy Wanner	\$25
4/18/24	Strategies for Para's	Virtual	Greta Normand	N/A
5/9/24	Early Literacy Strategies	Virtual 4:30-6:30	Sonya DeLucca	per contract

B. Motion to approve the Safety Patrol Field Trips to Six Flags Great Adventure.

Roll Call: Ms. Gray, Ms. Gellura, Ms. Seelman, Ms. Ferrari, Ms. Mimler

XIII. PERSONNEL

- A. Motion to approve William Dooner for movement on salary guide per EMEA contract to reflect an increase of \$1,500 for a BA+30 for a total salary of \$59,921.
- B. Motion to approve, pending completion of paperwork, Kristin Zinter as a substitute nurse for the remainder of the 2023-2024 school year.
- C. Motion to approve, pending completion of paperwork, Crystal Calixto as a substitute teacher for the remainder of the 2023-2024 school year.

Roll Call: Ms. Gray, Ms. Gellura, Ms. Seelman, Ms. Ferrari, Ms. Mimler

XIV. POLICY

- A. N/A

Roll Call: Ms. Gray, Ms. Gellura, Ms. Seelman, Ms. Ferrari, Ms. Mimler

XV. BOARD INFORMATION/ CORRESPONDENCE:

XVI. PUBLIC COMMENTS

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

XVIII. CLOSED SESSION - Time: \_\_\_\_\_

XIX. RESUME OPEN SESSION - Time: \_\_\_\_\_

XX. ADJOURNMENT - Time: \_\_\_\_\_

Roll Call: Ms. Gray, Ms. Gellura, Ms. Seelman, Ms. Ferrari, Ms. Mimler