

**THE PUBLIC SCHOOLS OF ESSEX FELLS, NJ
BOARD OF EDUCATION MEETING****WEDNESDAY, OCTOBER 17, 2018
PUBLIC MEETING
7:30 P.M. – MEDIA CENTER**

In compliance with chapter 231 of the Laws of 1975, a notice for this meeting was posted at the respective offices of the Essex Fells School as of January 3, 2018. Agendas were mailed to the Clerk of the Borough of Essex Fells, the Progress and the Star Ledger, and posted on the district's web-site.

I. Call to Order**II. Roll Call**

Mrs. Shani Drogin, President
Mrs. Kris Huegel, Vice-President
Mrs. Bethany Buccino
Dr. Steven LoCascio
Mrs. Debra Tedesco

III. Flag Salute**IV. Public Comment on Agenda Items Only****V. President's Report****VI. Superintendent's Report**

- PARCC Recognition
- PTA/Class of 2018 Gift to School Purchase
- Professional Development Day – October 8, 2018
- Parent/Teacher Conferences
- Week of Respect and Violence & Vandalism Awareness Week: October 15-19
- Fire Prevention Month – Fire Truck visits Grades PS-1
- Gymnasium Capacity
- EFS Community Discussion

VII. Old Business / Board Discussion

- Sidewalk Upgrade: Essex Road & Hilltop
- Updating Policy 5500–Expectations for Pupil Conduct – to reflect changes to our Student Parent Handbook
- Appointment of Architect of Record

VIII. New Business / Board Discussion

- Lease/Affidavit Files
- Service Animal Certification

IX. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01 – 09.

1. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the payment of the following travel related expenses in accordance with the travel policy 6471 for Professional Development:

Staff Member(s): Catherine McNish
 Event: "iSTEAM" Conference 2019
 Location: Ramapo College, NJ
 Date: 1/11/19
 Cost: \$198.22 total (fee - \$179.00 + mileage - \$19.22)

Staff Member(s): Deana Hromoko
 Event: Mindfulness Workshop
 Location: Fairfield, NJ
 Date: 3/1/19
 Cost: \$45.00

Moved by: Seconded by:

Ayes: Nays:

2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Use of Facilities Request for the following:

Boy Scouts Meeting
 Classroom: Science Room #105
 Monday: 4/15/19
 3:15-4:15pm

Brownies Meeting (Second Grade)
 Classroom: Science Room #105
 Fridays: 10/26/18, 11/2/18, 12/14/18,
 1/11/19, 3/15/19, 4/12/19, 5/17/19, 6/7/19
 3:05-4:15pm

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Daises Meeting (First Grade)

Classroom: Gymnasium

Fridays: 10/26/18, 11/16/18, 1/18/19, 2/15/19, 3/15/19, 5/17/19

3:05-4:00pm

Moved by:

Seconded by:

Ayes:

Nays:

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the list of possible Field Trip locations for the 2018-2019 school year:

ShopRite of Livingston

Moved by:

Seconded by:

Ayes:

Nays:

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the *School Safety and Security Plan Annual Review – Statement of Assurance* for the 2018-2019 school year to the Essex County Office of Education.

Moved by:

Seconded by:

Ayes:

Nays:

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the additional Out of District Program costs for Harbor Haven for Summer 2018 in the following amount:

Tuition	\$60
Individual Aide	\$1,272
(106 hours @ \$12/hr)	

Moved by:

Seconded by:

Ayes:

Nays:

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, additional 2018-19 summer hours for the following:

Jackie Castellano	Technology input/infrastructure	15.75 hrs
Marco Pannullo	Technology input/infrastructure	51.75 hrs
Jeanine Whitman	CST	3.25 hrs
Judi Reynolds	Lead Teacher	2.00 hrs

Moved by:

Seconded by:

Ayes:

Nays:

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the 2018-2019 Professional Development Committee:

Laurie Fischer	Teacher Representative
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Moved by:

Seconded by:

Ayes:

Nays:

8. **RESOLVED**, that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Netwerx Plus for IT Services, for the 2018-2019 school year, at an hourly rate of \$65, not to exceed \$500.

NOTE: *Requested proposal from Netwerx Plus

Moved by:

Seconded by:

Ayes:

Nays:

9. **WHEREAS**, the Essex Fells Board of Education requested proposals for the position of Architect of Record for the District for the 2018-2019 School Year;

BE IT RESOLVED that the Board of Education accepts and approves, at the recommendation of the Superintendent, the appointment E.I Associates the Architect of Record for the 2018-2019 school year.

NOTES: See Attached

Moved by:

Seconded by:

Ayes:

Nays:

X. Business Administrator's Report

- Essex Regional Educational Service Commission – Grant Webinar
- Extraordinary Aid
- M1 & Comprehensive Maintenance Plan

XI. Business Resolutions

RESOLVED that the Board of Education approves Business Resolutions #01-07.

- 1. RESOLVED** that the Board of Education accepts the minutes of the following meetings:

Regular Meeting Minutes	8/15/18
Executive Meeting Minutes	8/15/18
Workshop Meeting Minutes	9/5/18

Moved by: _____ Seconded by: _____

Ayes:

Nays:

2. **RESOLVED** that the Board of Education approves additional bills and claims for October in the total amount of \$57,435.30 as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for September as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$343,334.5 including \$319,952.46 for the gross payroll, \$3,536.20 for the Board's share of FICA/Medicare and \$18,927.26 for the State's share of FICA/Medicare.

Moved by: _____ Seconded by: _____

Ayes:

Nays:

- 3. WHEREAS**, the Board of Education has received the Reports of the Board Secretary (Secretary) and the Custodian of School Monies (Treasurer) for the months of June & July;

WHEREAS, in compliance with N.J.A.C.6A:23-2.11(c)3, the Secretary has certified that as of the date of the reports, no budgetary line item account, in accordance with the minimum chart of accounts as established by the New Jersey Department of Education, has obligations and payments which in total exceed the amount appropriated by the Board of Education;

NOW, THEREFORE, BE IT RESOLVED, that in compliance with N.J.A.C.6A:23-2.11(c)4, the Board of Education certifies that, after review of the

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Secretary's monthly financial report, and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.11(c)4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the year; and

BE IT FURTHER RESOLVED, that pursuant to P.L. 2004 C73, the Board certifies that after review of the Secretary's monthly financial report and certification, that there are no budgetary transfers that cumulatively exceed 10% that would require the approval of the Commissioner of Education; and

BE IT FURTHER RESOLVED, that the financial reports for the months be accepted and shall become a part of the official minutes of this meeting.

Moved by:

Seconded by:

Ayes:

Nays:

4. **RESOLVED** that the Board of Education approves the transfer of funds for the month of September as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by:

Seconded by:

Ayes:

Nays:

5. **RESOLVED** that the Board of Education approve appropriating additional fiscal year 2018 Extraordinary Aid funding to the 2018-19 school budget in the amount of \$51,434 to line account 11-120-100-101-01; and

BE IT FURTHER RESOLVED that the Essex Fells Board of Education acknowledges that it did not include an estimated Extraordinary Aid payment in the 2017-18 school budget and received an award of Extraordinary Aid in the amount of \$51,434; and

BE IT FURTHER RESOLVED that NJAC 6A:23A2.13(d)6 provides that a district Board of Education may, at any time without commissioner approval, appropriate surplus generated from state revenue such as Extraordinary Aid, that has been excluded from the excess surplus calculation in the prior year.

Moved by:

Seconded by:

Ayes:

Nays:

6. **RESOLVED** that the Board of Education approves the M1 & Comprehensive Maintenance Plan for the period FY '18 through FY '20, and authorizes the Business Administrator/Board Secretary to submit the Plan to the Essex County Executive Superintendent of Schools.

Moved by:

Seconded by:

Ayes:

Nays:

7. **RESOLVED** that the Essex Fells Board of Education approves the State of New Jersey Cash Management Fund as an official Bank Depository for the Board of Education for the 2018-2019 school year.

Moved by:

Seconded by:

Ayes:

Nays:

XII. Meeting Open for Public Comment

XIII. Resolution to Enter Executive Session

BE IT RESOLVED that the Board shall enter into executive session immediately following this meeting to discuss legal matters. The items discussed in Executive Session will be disclosed to the public when the need to maintain their confidentiality no longer exists.

Moved by:

Seconded by:

Ayes:

Nays:

XIV. Adjournment

BE IT RESOLVED that this public meeting of the Board of Education be adjourned. The Workshop Meeting scheduled for Wednesday, November 7, 2018 has been cancelled. The **Regular Meeting** scheduled for November 21 has been rescheduled for **Wednesday, November 14, 2018, at 7:30 P.M.** in the Media Center. The meeting will be preceded by an Essex Fells School Community Discussion at 7:00 P.M.

Moved by:

Seconded by:

Ayes:

Nays:

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Enrollment Count: 2018-2019

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Duarte	PS/AM	14	10	4
Mrs. Quinn/Ms. Duarte	PS/PM	14	7	7
Mrs. Gann	KG	13	6	7
Ms. Livio/Mrs. Takkel	KL/T	13	5	8
Mrs. Brutman/Mrs. Hromoko	1B/H	17	9	8
Ms. Mitchell	1M	18	9	9
Ms. Burger/Mrs. MacKenzie	2B/M	15	7	8
Mrs. Fitzgerald	2F	14	7	7
Ms. Kowalski /Mrs. Vetere	3K/V	20	11	9
Mrs. Massaro/Ms. Wiczorek	3M/W	19	8	11
Mrs. Banek/Ms. Geleailen	4B/G	19	10	9
Mrs. Hacker/Ms. Franzi	4H/F	20	11	9
Ms. Craveiro	5C	14	9	5
Mrs. Criscione/Mrs. Truchel	5C/T	15	11	4
Mrs. Buonomo	6B	13	5	8
Mrs. Christopher/Ms. Myers	6C/M	12	4	8
TOTAL		250	129	121
Out-of-District		2*		
FINAL TOTALS		252		

*Total includes 2 out-of-district students

Fire Drills: 2018-2019

Month	Fire Drill	Emergency Drill
September	9-17-18	Lockdown 9-21-18
October		
November		
December		
January		
February		
March		
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	10/3/18	10/17/18							
TOTAL # of Reported Incidents	0	0							
Number of Unfounded Incidents	0	0							
Number of Founded Incidents	0	0							
Violence & Vandalism Incidents	0	0							

ESSEX FELLS SCHOOL DISTRICT MISSION STATEMENT

The Essex Fells School is a very special public elementary school enrolling boys and girls in preschool through the sixth grades. Pupils enjoy small classes and a total school population of approximately two hundred and fifty.

The size of the school is a wonderful asset as it allows a strong sense of community and offers teachers and pupils many opportunities to form bonds of collegiality, identification and support. It also supports the concept that every adult in the school is responsible for every child.

The comparatively small faculty is also a benefit. The faculty as a whole are the decision making body on all questions of teaching and learning. Teachers find it easy to share experiences and act consistently across pupils' entire academic program. The combined efforts of the staff work to support a pupil centered approach to education.

Essex Fells teachers are encouraged to try new ideas, to work collaboratively with colleagues, and to participate fully in all aspects of schooling.

The mission of the school is etched in the mortar of the original schoolhouse with the words Studies Pass Into Character.

The primary goals of an Essex Fells education include:

1. Developing in all pupils the capacity to think critically and communicate effectively through a mastery of written and spoken English.
2. Motivating all pupils to recognize and develop their academic abilities in order to build character and to achieve their full potential.
3. Teaching children to value themselves, their peers and their teachers.
4. Establishing a respect for and a strong sense of responsibility to the physical, social, and aesthetic world around them.
5. Nurturing a love of country and a pride in our American heritage and citizenship.
6. Communicating a love of scholarship and continued interest in life-long learning.
7. Insuring all pupils will achieve the New Jersey Student Learning Standards at all levels.

To secure these common goals, the Essex Fells staff of professional educators recognizes that the collaborative engagement of the children in the learning process is the key to intellectual development. Dedicated teachers create classrooms that are alive with cooperative learning activities and child-centered problem solving routines. Children are encouraged to explore, to question, to make decisions, and to express opinions in a supportive learning environment. Teachers also model their own commitment to learning by continuing to earn advanced degrees. On-going professional development is acknowledged as the foundation for promoting outstanding pupil achievement.