

**THE PUBLIC SCHOOLS OF ESSEX FELLS, NJ
BOARD OF EDUCATION MEETING****WEDNESDAY, MARCH 13, 2019****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 March 11, 2019. 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. Kris Huegel, President
Dr. Steven LoCascio, Vice-President
Mrs. Bethany Buccino
Mrs. Shani Drogen
Mrs. Debra Tedesco

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

- Mock Trial – Thank you Debra Tedesco
- School Musical – Thank you EFFEE
- Conferences – Sign up Genius
- NJ School Performance Report

VII. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01 – 04.

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:

AGENDA

March 13, 2019

Staff Member(s): Nicole Criscione, Jaclyn Franzi, Kristen Kowalski
Event: Google Certification Series
Location: Drew University
Date: 3/12/19, 3/13/19, 4/2/19 (6:30-8:30pm)
Cost: \$82.44 Total per person (\$75.00 Fee + \$7.44 Mileage)

Staff Member(s): Deana Hromoko
Event: Early Childhood Conference
Location: Caldwell University
Date: 6/7/19
Cost: \$40 (for CU grads)

Staff Member(s): Kelly Mitchell
Event: Early Childhood Conference
Location: Caldwell University
Date: 6/7/19
Cost: \$80

Moved by: _____ Seconded by: _____
Ayes: _____ Nays: _____

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

Brownies Meeting (Second Grade)
Classroom: Gym
Friday: 3/29/19
3:05-4:15pm
(Previously approved on 10/17/18 for 3/15/19 in Science Room)

Moved by: _____ Seconded by: _____
Ayes: _____ Nays: _____

- 3. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Maternity/Disability Leave of Absence for Nicole Criscione from on or about May 13 to June 21, 2019, using sick leave days for a total of 29 school days.

NOTES: Letter attached

Moved by: _____ Seconded by: _____

Ayes: _____ Nays: _____

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the 2018-2019 Substitute List, pending the required criminal history & background check:

Jen Sullivan	Teacher \$90/day
Moved by:	Seconded by:
Ayes:	Nays:

VIII. Business Administrator's Report

- 2018-19 Budget
- IT Contract

IX. Business Resolutions

RESOLVED that the Board of Education approves Business Resolutions #01–06.

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

Regular Meeting Minutes	1/16/19
Moved by:	Seconded by:
Ayes:	Nays:

2. **RESOLVED** that the Board of Education approves bills and claims for March in the total amount of **\$140,854.89** as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for February as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$350,041.04 including \$326,139.04 for the gross payroll, \$2,488.67 for the Board's share of FICA/Medicare and \$9,482.75 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 January;

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 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 February 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 acknowledge receipt of and accepts the Comprehensive Annual Financial Report (CAFR) of the Essex Fells School District and the Auditors' Management Report, prepared by the auditing firm of Samuel Klein and Company for the fiscal year ending June 30, 2018.

Moved by:

Seconded by:

Ayes:

Nays:

6. **BE IT RESOLVED** that the Essex Fells Board of Education in the County of Essex, New Jersey, approves the 2019-20 preliminary school district budget for submission to the Executive County Superintendent as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund:	\$5,522,437.00	\$5,077,916.00
Special Revenue:	58,833.00	0.00
Debt Service:	<u>0.00</u>	<u>0.00</u>
TOTAL:	\$5,581,270.00	\$5,077,916.00

BE IT FURTHER RESOLVED that included in the budget is the use of automatic enrollment adjustment in the amount of \$144,550.00

RESOLVED that the Essex Fells Board of Education approve the total travel expenditures for the District at a maximum of \$20,000.00 for the 2019-20 school year; and

RESOLVED that the Business Administrator keep an accounting of all expenditures to ensure compliance with the approved amount; and

BE IT FURTHER RESOLVED that the Board authorizes the Superintendent and Business Administrator/Board Secretary to submit the preliminary budget to the Essex County Executive Superintendent of Schools for review and approval, to advertise the preliminary budget in the district's official newspaper, and establish a public presentation and adoption of the final budget for the 2019-2020 school year on May 1st, 2019 at 7:30 P.M. in the Media Center of the Essex Fells School.

Moved by:

Seconded by:

Ayes:

Nays:

X. Old Business / Board Discussion

XI. New Business / Board Discussion

- Buildings & Grounds Contractor Procedures
- Technology Agreement / Damages
- Residency Case

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 personnel 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 next Workshop Meeting will be held on **Wednesday, April 3, 2019 at 7:30 P.M.** in the Superintendent's Office. The next **Regular Meeting** will be held on **Wednesday, April 17, 2019, 7:30 P.M.** in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays:

2018-2019 Enrollment Count

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Duarte	PS/AM	14	9	5
Mrs. Quinn/Ms. Duarte	PS/PM	14	7	7
Mrs. Gann	KG	13	6	7
Ms. Livio/Mrs. Takkel	KL/T	14	5	9
Mrs. Brutman/Mrs. Hromoko	1B/H	17	9	8
Ms. Mitchell	1M	18	9	9
Ms. Burger/Mrs. MacKenzie	2B/M	14	6	8
Mrs. Fitzgerald	2F	15	8	7
Ms. Kowalski /Mrs. Vetere	3K/V	20	10	10
Mrs. Massaro/Ms. Wieczorek	3M/W	21	10	11
Mrs. Banek/Ms. Geleailen	4B/G	20	10	10
Mrs. Hacker/Ms. Franzi	4H/F	19	10	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		253	128	125
Out-of-District		2*		
FINAL TOTALS		255		

*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	10-24-18	Security Visit – Lockdown 10-29-18
November	11-29-18	Shelter in Place 11-27-18
December	12-18-18	Lockdown 12-19-18
January	1-29-19	Lockdown 1-28-19
February	2-8-19	Lockdown 2-28-19
March		
April		
May		
June		

AGENDA

March 13, 2019

HIB / V&V Report

As of Date of BOE Meeting	10/3/18	10/17/18	11/14/18	12/19/18	1/16/19	2/22/19	3/13/19		
TOTAL # of Reported Incidents	0	0	2	1	0	0	0		
Number of Unfounded Incidents	0	0	2	0	0	0	0		
Number of Founded Incidents	0	0	0	1	0	0	0		
Violence & Vandalism Incidents	0	0	0	0	0	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.