

**THE PUBLIC SCHOOLS OF ESSEX FELLS, NJ
BOARD OF EDUCATION MEETING**

**WEDNESDAY, FEBRUARY 21, 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 – 7:30 P.M.

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

- 2018-2019 Preschool Registration
- PTA – Kitchen Upgrade
- EFFEE – Stage Upgrade
- WAAG Format
- Professional Development Day – 2/20/18
- CPR / First Aid Certification – 3/5/18
- Safety and Security
 - First Aid Clot Kits
 - Tourniquets
 - EFPD Meeting

VII. Old Business / Board Discussion

- Rolling Pick-up Update
- Residency Updates
- Policy Discussion:
 - B 0169.02 Board Member use of Social Networks (New)
 - P 3437 Military Leave (Revised)
 - P 4437 Military Leave (Revised)
 - P 5516.01 Student Tracking Devices (New)
 - R 7101 Educational Adequacy of Capital Projects (Revised)
 - P 7425 Lead Testing of Water in Schools (New)
 - P&R 7440 School District Security (M) (Revised)
 - P&R 7441 Electronic Surveillance in School Buildings and on School Grounds (M) (Revised)
 - P 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)
 - R 8630 Emergency School Bus Procedures (M) (Revised)
 - P 9242 Use of Electronic Signatures (New)

VIII. New Business / Board Discussion

- Policy/Regulation 5710 – Use of School Facilities

IX. Superintendent's Resolutions

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

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): Sara Christopher, Monica Craveiro, Susan Hacker
 Event: ECCR – Rich Math Tasks Training
 Location: Salugo Bistro, Verona, NJ
 Date: 2/27/18
 Cost: \$0

Staff Member(s): Kristin Gann, Molly Livio
 Event: Guided Reading – Differentiating Using Small Group Instruction Workshop
 Location: The Wilshire Grand Hotel, West Orange, NJ
 Date: 3/14/18
 Cost: \$239.00 per person

Staff Member(s): Monica Craveiro
 Event: Science Presentation with Michael Heinz
 Location: Caldwell University
 Date: 3/23/18
 Cost: \$0

- 5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the adjustment for longevity to the appointment of Catherine Codella, Teacher, at a salary of \$57,795 (which includes \$450 for longevity), MA (.80), Step 11, for the 2017-2018 school year.

Moved by:

Seconded by:

Ayes:

Nays:

- 6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following Use of Facilities requests for the 2017-2018 school year:

Boy Scouts of America – Pack 321

- 3/16/18, 2:45-5:00pm, Courtyard Blacktop/Science Room #105 Derby Cars
- 4/27/18, 4:00-8:00pm, Gymnasium Mechanical Bull Riding

Moved by:

Seconded by:

Ayes:

Nays:

X. Business Administrator’s Report

- Board Member Ethics Disclosure Forms
- 2018-19 Budget
- **Special Education Medicaid-Initiative (SEMI) Approval**
- **2018 Federal Income Tax Rate – February 15, 2018 Payroll**

XI. Business Resolutions

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

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

Workshop/Reorg Minutes

1/3/18

Moved by:

Seconded by:

Ayes:

Nays:

- 2. **RESOLVED** that the Board of Education approves bills and claims for February in the total amount of \$138,812.44, as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for January as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$315,146.34 including \$293,751.82 for the gross payroll, \$3,907.87 for the Board’s share of FICA/Medicare and \$17,486.65 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 month of December;

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 January as certified by the Business Administrator and authorized by the Superintendent of Schools.

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 personnel, negotiations, and 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 next **Workshop Meeting** will be held on **Wednesday, March 7, 2018**, at 7:30 P.M. in the Superintendent’s Office. The **Regular Meeting will be held on March 21, 2018**, at 7:30 P.M. in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays:

Enrollment Count: 2017-2018

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	14	7	7
Mrs. Quinn/Ms. Burger	PS/PM	11	9	2
Mrs. Gann/Mrs. Takkal	KG/T	15	7	8
Ms. Livio	KL	16	8	8
Mrs. Brutman	1B	13	6	7
Ms. Mitchell/Mrs. Hromoko	1M/H	13	7	6
Mrs. Fitzgerald/Mrs. MacKenzie	2F/M	19	9	10
Mrs. Massaro	2M	19	8	11
Ms. Liebler	3L	18	10	8
Mrs. Vetere/Ms. Geleailen	3V/G	18	10	8
Mrs. Banek/Ms. Franzi	4B/F	15	10	5
Mrs. Hacker	4H	15	10	5
Ms. Cervino	5C	10	3	7
Ms. Craveiro/Ms. Kowalski	5C/K	11	3	8
Mrs. Buonomo/Ms. Gomez	6B/G	12	5	7
Mrs. Christopher	6C	11	6	5
TOTAL		230	118	112
Out-of-District		3*		
FINAL TOTALS		233		

*Total includes 3 out-of-district students

Fire Drills: 2017-2018

Month	Fire Drill	Emergency Drill
September	9/4/17	Lockdown 9/19/17
October	10/17/17	Shelter in Place 10/25/17
November	11/7/17	Lockdown 11/27/17
December	12/19/17	Shelter in Place 12/22/17
January	1/19/18	Lockdown 1/29/18
February		
March		
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	10/18/17	11/15/17	1/17/18	2/21/18					
TOTAL # of Reported Incidents	2	0	1	0					
Number of Unfounded Incidents	2	0	1	0					
Number of Founded Incidents	0	0	0	0					
Violence & Vandalism Incidents	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.