

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

**THURSDAY, APRIL 20, 2017
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 April 4, 2017. 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. Carol D'Alessandro, President
Mrs. Shani Drogin, Vice-President
Mrs. Kris Huegel
Dr. Steven LoCascio
Mrs. Debra Tedesco

III. Flag Salute

IV. Public Comment on Agenda Items Only

V. President's Report

- Condolences to Pryor Family

VI. Superintendent's Report

- NJ School Performance Report
- First Grade Girl Scout-Daisy Donation
- Conference Schedule Accommodations
- Calendar Revision

VII. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01 – 11.

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:

- 7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the \$300 First Grade Girl Scout-Daisy Donation.

Moved by:

Seconded by:

Ayes:

Nays:

- 8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the second reading and adoption of the following policies/regulations:

- P & R 2460 Special Education (Revised)
- R 2460.1 Special Education – Location, Identification, and Referral (Revised)
- R 2460.8 Special Education – Free and Appropriate Public Education (Revised)
- R 2460.9 Special Education – Transition From Early Intervention Programs to Preschool Programs (Revised)
- R 2460.15 Special Education – In-Service Training Needs for Professional and Paraprofessional Staff (New)
- P 2467 Surrogate Parents and Foster Parents (Revised)

Moved by:

Seconded by:

Ayes:

Nays:

- 9. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the first reading of the following bylaws/policies/regulations:

- B 0000.02 Introduction (M) (Revised)
- R 2460.16 Special Education – Instructional Material to Blind or Print-Disabled Students (M) (No Revision Required/Readopt)
- P 2464 Gifted and Talented Students (M) (Revised)
- P 2622 Student Assessment (M) (Revised)
- P & R 3160 Physical Examination (M) (Revised)
- P & R 4160 Physical Examination (M) (Revised)
- P & R 5116 Education of Homeless Children (Revised)
- P 7446 School Security Program (New)
- P 8350 Records Retention (New)

Moved by:

Seconded by:

Ayes:

Nays:

- 10. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following Senior Service Students to volunteer at EFS:

<u>Student</u>	<u>School</u>	<u>Dates</u>	<u>Cooperating Teacher</u>
Stephanie Agresti	Oak Knoll	4/28-6/2	Mrs. Banek
Reilly Cirenza	MKA	5/1-5/31	Mrs. Whitman
Steven Connelly	West Essex	5/15-6/13	Mrs. Buonomo
Alexa DeVito	West Essex	5/15-6/13	TBD
Evan Haas	West Essex	5/15-6/13	Mr. Viggiano
Liam Marsh	West Essex	5/15-6/13	Mrs. Trafford, M,Th,F Ms. Dalton T,W
Tom Moro	West Essex	5/15-6/13	Ms. Craveiro
Tyler Yeranian	West Essex	5/15-6/13	Ms. Cervino

Moved by:

Seconded by:

Ayes:

Nays:

- 11. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following stipend positions for the 2017-2018 school year at the contractual rate:

Judi Reynolds	Lead Teacher - \$5,000
Jackie Castellano	Technology Coordinator - \$5,000
Jeanine Whitman	Child Study Team Coordinator - \$5,000
Deana Hromoko	Student Council - \$750 *split
Laura Quinn	Student Council - \$750 *split
Dorotea Banek	Camp - \$650
Nina Buonomo	Camp - \$650
Sara Dalton	Camp - \$650
Noell Gomez	Camp - \$650
John Trogani	Camp - \$650
John Viggiano	Camp - \$650
EFPD Officer	Camp - \$650
Nina Buonomo	Sixth Grade Sleepover - \$250
Catherine Codella	Sixth Grade Sleepover - \$250
Sara Dalton	Sixth Grade Sleepover - \$250
Noell Gomez	Sixth Grade Sleepover - \$250
Katie McNish	Sixth Grade Sleepover - \$250 Alternate
John Trogani	Sixth Grade Sleepover - \$250 Alternate
John Viggiano	Sixth Grade Sleepover - \$250

John Viggiano
Nicole Cervino

Lunch K-2 Supervisor - \$40 per session
Lunch Duty - 3-6: Th, F - \$40 per session

Moved by:

Seconded by:

Ayes:

Nays:

VIII. Business Administrator’s Report

- 2017-18 Budget
- Multi-purpose room AC Bid Results / Project Update
- Asbury Paperless Pay Stubs as of 7/1/17

IX. Business Resolutions

RESOLVED that the Board of Education approves Business Resolutions #01 – 05.

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

Workshop Meeting Minutes	3/1/17
Executive Session Minutes	3/1/17
Regular Meeting Minutes	3/15/17
Executive Session Minutes	3/15/17

Moved by:

Seconded by:

Ayes:

Nays:

2. RESOLVED that the Board of Education approves the bills and claims for April in the total amount of **\$113,913.47** as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for March as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$306,420.77 including \$285,479.75 for the gross payroll, \$4,264.94 for the Board’s share of FICA/Medicare and \$16,676.08 for the State’s share of FICA/Medicare.

Moved by:

Seconded by:

Ayes:

Nays:

- 3. **RESOLVED** that the Board of Education approves the transfer of funds for the months of March as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by:

Seconded by:

Ayes:

Nays:

- 4. **WHEREAS**, the Essex Fells Board of Education (hereinafter referred to as the “Board”) desires to purchase software used for the creation and modification of individualized education programs for students with special needs; and

WHEREAS, Frontline Technologies Group, LLC, (hereinafter referred to as “Frontline”) has offered to provide software services for the Board for a total contract sum of \$6,038.30 in accordance with the terms and conditions of the proposed Agreements and Addendums which are attached hereto and made a part hereof; and

WHEREAS, N.J.S.A. 18A:18A-1 et seq. allows the Board to award the contract without public bidding; and

WHEREAS, based upon the reputation and specialized training and experience of Frontline and its software program, the Board has determined that the proposal submitted by Frontline is the most advantageous to the Board, price and other factors considered, and the Board desires to award a contract to Frontline for the 2017-2018 school year.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby enters into a contract for software services for the 2017-2018 school year with Frontline in the amount of \$6,038.30 in accordance with the terms of the Agreements and Addendums attached hereto.

BE IT FURTHER RESOLVED that the Board authorizes the Board President and the Business Administrator/Board Secretary to execute the agreements with Frontline as well as any other documents necessary to effectuate the award.

Moved by:

Seconded by:

Ayes:

Nays:

- 5. **WHEREAS**, the Essex Fells Board of Education (hereinafter referred to as the “Board”) advertised for bids regarding the Multi-Purpose Room Air Conditioning Project (hereinafter referred to as the “Project”); and

WHEREAS, on April 18, 2017, the Board received bids for the Project, as reflected on the attached bid tabulation sheet; and

WHEREAS, the lowest responsible bid for this Project was submitted by Echelon Services, LLC (hereinafter referred to as “Echelon Services”) with a base bid in the amount of \$146,400; and

WHEREAS, the bid submitted by Echelon Services is responsive in all material respects and it is the Board’s desire to award the contract for the Project to Echelon Services;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board hereby awards the contract for the Project to Echelon Services in a total contract amount of \$146,400.
2. This award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the project specifications, together with an AA201-Project Manning Report, an executed A-101-Standard Form of Agreement Between Owner and Contractor and A-201-General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10) days of the date hereof.

BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

Moved by:

Seconded by:

Ayes:

Nays:

X. Old Business / Board Discussion

- Field Update - Borough/BOE Buildings & Grounds Shared Services
- Student Insurance Claims
- Calendar Case

XI. New Business / Board Discussion

- Parent Request for Modified Student Schedule
- Conference Dates
- Parent Concern Re: Zoo Class Trip
- Earth Day Tree Planting Location

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 the Superintendent’s contract 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 meeting is a **Public Budget Hearing Meeting** and will be held on **May 3, 2017**, at 7:30 P.M., in the Media Center. The next two **Regular Meetings** will be held on **May 17, 2017**, and **May 31, 2017**. Each will be held at 7:30 P.M., in the Media Center of the Essex Fells School.

Moved by:

Seconded by:

Ayes:

Nays:

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	13	5	8
Mrs. Quinn/Ms. Burger	PS/PM	12	6	6
Mrs. Gann	KG	12	7	5
Ms. Livio/Ms. Almeida	KL/A	13	7	6
Mrs. Brutman/Mrs. Hromoko	1B/H	18	8	10
Ms. Mitchell	1M	18	8	10
Ms. Adair	2A	17	10	7
Mrs. Massaro/Mrs. Fitzgerald	2M/F	19	10	9
Mrs. Barshay	3B	14	9	5
Ms. Liebler/Mrs. MacKenzie	3L/M	16	10	6
Mrs. Banek	4B	10	4	6
Mrs. Hacker/Ms. Franzi	4H/F	11	3	8
Ms. Cervino/Ms. Brower	5C/B	12	5	7
Ms. Craveiro	5C	11	6	5
Mrs. Buonomo	6B	12	3	9
Ms. Dalton/Ms. Gomez	6D/G	14	4	10
TOTAL		222	105	117
Out-of-District		2*		
FINAL TOTALS		224		

*Total includes 2 out-of-district students.

Fire Drills: 2016-2017

Month	Fire Drill	Emergency Drill
September	9-16-16	Lockdown 9-19-16
October	10-17-16	Lockdown 10-27-16
November	11-16-16	Lockdown 11-29-16
December	12-20-16	Lockdown 12-15-16
January	1-13-17	Lockdown 1-27-17
February	2-15-17	Lockdown 2-28-17
March	3-9-17	Lockdown 3-31-17
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	9-21-16	10-19-16	11-16-16	12-14-16	1-18-17	2-15-17	3-15-17	4-20-17		
TOTAL # of Reported Incidents	1	0	0	1	0	0	0	0		
Number of Unfounded Incidents	1	0	0	0	0	0	0	0		
Number of Founded Incidents	0	0	0	1	0	0	0	0		
Violence & Vandalism Incidents	0	1	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 Core Curriculum Content 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.