

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

**WEDNESDAY, AUGUST 16, 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 January 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

VI. Superintendent's Report

- Stronge & Associates Training and Re-certification
- PARCC Scores – Spring 2017
- Staffing 2017-2018
- Enrollment
- Back to School Preparations
- Use of Facilities Field Request

VII. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01 – 19.

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:

- 5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Field Placement for the following student from Caldwell University:

Samantha Myers – Field Observation/Teacher Assistant
 Cooperating Teacher – Laura Brutman
 Fall Semester – 9/5/17 – 12/11/17; 3hr/week, 40 hrs/semester

Micaela Andrews – Student Intern/Clinical Experience
 Cooperating Teacher – John Trogani
 Fall Semester – 9/5/17 – 12/11/17; 6hr/week, 75 hrs/semester

Moved by: Seconded by:

Ayes: Nays:

- 6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following substitutes for the 2017-2018 school year, at \$85/day, pending the usual criminal history and background check for new hires*:

Joann Barker	Nurse (\$125/day)
Jackie Burke	Nurse (\$125/day)
Theresa Caffarra	Teacher
Nancy Cannon *	Teacher
Farrah Carnahan	Teacher
Richard DeVivo	Teacher
Tracey Gardner	Teacher
Jody James	Teacher
Karen Kopec	Teacher
Lori Kwiatkowski	Teacher
Lucille Lapone	Teacher
Natalia Maurillo*	Teacher
Christina Merritt	Nurse (\$125/day)
Wendy Montano*	Teacher
Frazer O’Neill	Teacher
Evelyn Peter	Teacher
Soraya Ramirez*	Teacher
Gerardo Rodriguez	Custodian (\$15/hr)
Alaina Sacci	Teacher
Melissa Sweeney	Teacher
Patricia Wahl	Teacher
Mariam Whelan	Teacher
Abby Whelan	Teacher
Amy Woods*	Teacher
Karen Zeller *	Teacher

Moved by: Seconded by:

Ayes: Nays:

15. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the list of possible field trips for the 2017-2018 school year.

NOTE: See Attachment A

Moved by:

Seconded by:

Ayes:

Nays:

16. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Curriculum List and Revision Dates for the 2017-2018 school year.

NOTE: Attachment B

Moved by:

Seconded by:

Ayes:

Nays:

17. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Textbook List for the 2017-2018 school year.

NOTE: Attachment C

Moved by:

Seconded by:

Ayes:

Nays:

18. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the 2017 Online School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act, July 1, 2016 to June 30, 2017, to the NJ Department of Education.

Moved by:

Seconded by:

Ayes:

Nays:

19. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Lori Franklin, Occupational Therapist, for the 2017-2018 school year, at the following revised hours and rates:

Estimated 475 hours total at \$90.00/hour for:

- Treatment \$42,750.00
- 9 Initial/Re-evaluations - \$350 per evaluation \$3,150.00
- IEPs/Progress Reports/Teacher Consultation/IEP Meeting \$1,890.00

Total school year cost not to exceed: \$47,790.00

Moved by:

Seconded by:

Ayes:

Nays:

VIII. Business Administrator’s Report

- 2017-18 State Aid
- Water Lead Testing Reimbursement / Waiver
- B&G Project Updates – PTA Donation
- 2018 Benefits Rates

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	5/31/17
Executive Meeting Minutes	5/31/17
Regular Meeting Minutes	6/14/17
Executive Meeting Minutes	6/14/17
Special Meeting Minutes	6/29/17

Moved by:

Seconded by:

Ayes:

Nays:

2. **RESOLVED** that the Board of Education approves the bills and claims for June in the total amount of \$103,686.04, July in the total amount of \$29,531.50, and August in the amount of \$189,353.84 as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for June as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$355,482.52 including \$331,054.98 for the gross payroll, \$7,751.47 for the Board’s share of FICA/Medicare and \$16,676.07 for the State’s share of FICA/Medicare.

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for July as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$62,089.35 including \$57,715.44 for the gross payroll, \$2,761.13 for the Board’s share of FICA/Medicare and \$1,612.78 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 April, May & June;

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 months of June & July as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by:

Seconded by:

Ayes:

Nays:

- 5. **RESOLVED** the Essex Fells Board of Education, in the County of Essex approve the appropriation of additional State Aid released on July 14, 2017 in the amount of \$5,516.00 to the 2017/2018 school district budget. This additional Special Education Categorical Aide will be utilized for OOD Transportation.

Moved by:

Seconded by:

Ayes:

Nays:

- 6. **BE IT RESOLVED THAT** the Essex Fells Board of Education accepts a donation from the Essex Fells PTA in the amount of \$9,468.40 to be used for the purchase of security upgrades at Essex Fells School, and

BE IT FURTHER RESOLVED THAT the following budget line be increased and that the Business Administrator be authorized to administer it:
 20-001-400-732 Essex Fells PTA \$9,468.40

Moved by:

Seconded by:

Ayes:

Nays:

X. Old Business / Board Discussion

- Policy Discussion / Revision*:
 - P & R 1240 Evaluation of Superintendent (M) (Revised)
 - P 1511 Board of Education Website Accessibility (New)
 - P & R 3126 District Mentoring Program (Revised)
 - P & R 3221 Evaluation of Teachers (M) (Revised)
 - P & R 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
 - P & R 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
 - P & R 3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)
 - P & R 3240 Professional Development for Teachers and School Leaders (M) (Revised)
 - P 5111* Eligibility of Resident/Nonresident Students

- P & R 5610 Suspension (M) (Revised)
- P 5620 Expulsion (M) (Revised)
- P & R 7424 Bed Bugs (New)
- P 7461 District Sustainability Policy (New)
- P 8442 * Reporting Accidents
- P 8505 Local Wellness Polity / Nutrient Standards for Meals and Other Foods (M) (Revised)

XI. New Business / Board Discussion

- Afterschool Foundation Enrichment Topics for 2017-2018
- Native American Dance Assembly & Project Wisdom Gift from Foundation
- Residency/Affidavits
- Field Trip Reduction
- Ball Field Post Painting & Window Security Film/Tinting gift from PTA
- EFPD Drill
- BOE/District/Superintendent Goals

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, legal matters and negotiations. 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, September 6, 2017**, at 7:30 P.M. in the Superintendent’s Office. The next **Regular Meeting** will be held on **September 20, 2017**, at 7:30 P.M., in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays:

AGENDA

August 16, 2017

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	14	7	7
Mrs. Quinn/Ms. Burger	PS/PM	8	6	2
Mrs. Gann/Mrs. Takkel	KG/T	15	7	8
Ms. Livio	KL	15	8	7
Mrs. Brutman	1B	13	6	7
Ms. Mitchell/Mrs. Hromoko	1M/H	13	7	6
Mrs. Fitzgerald/Mrs. MacKenzie	2F/M	18	8	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	14	9	5
Ms. Cervino	5C	10	4	6
Ms. Craveiro/Ms. Kowalski	5C/K	11	2	9
Mrs. Buonomo/Ms. Gomez	6B/G	12	5	7
Mrs. Christopher	6C	11	6	5
TOTAL		224	113	111
Out-of-District		3*		
FINAL TOTALS		227		

*Total includes 3 out-of-district students.

Fire Drills: 2017-2018

Month	Fire Drill	Emergency Drill
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting										
TOTAL # of Reported Incidents										
Number of Unfounded Incidents										
Number of Founded Incidents										
Violence & Vandalism Incidents										

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.