

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

**WEDNESDAY, NOVEMBER 20, 2013  
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 2, 2013. 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. Alison Cirenza, Vice-President  
Mrs. Carol D'Alessandro  
Mr. Peter Hutchinson  
Dr. Steven LoCascio, President  
Dr. Michele Nitti

**III. Flag Salute**

**IV. Public Comment on Agenda Items Only**

**V. President's Report**

- Election Results
- Criminal History Background Check - Fingerprinting

**VI. Superintendent's Report**

- Staffing
- Policies
- QSAC

**VII. Superintendent's Resolutions**

**RESOLVED** that the Board of Education approves Superintendent Resolutions # 01-15.

- 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 Members: Deb Emma, Kristin Gann, Laura Short  
Event: Conquer Mathematics ó Operations & Algebraic Thinking  
Location: Fairfield, NJ  
Date: 12/4/13  
Cost: \$125 per person

Staff Member: Linda Costello  
 Event: Best Ipad Apps and Ipad Strategies  
 Location: Best Western Plus, Fairfield, NJ  
 Date: 12/17/13  
 Cost: \$229

Staff Member: Lisa Massaro  
 Event: Conquer Mathematics ó Operations & Algebraic Thinking  
 Location: Fairfield, NJ  
 Date: 1/23/14  
 Cost: \$125

Moved by: Seconded by:

Ayes: Nays:

- 2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the resignation of Sonja Oftedal, LDT-C, effective December 31, 2013.

Moved by: Seconded by:

Ayes: Nays:

- 3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Sarah Fernandes, LDT-C, at MA, Step 10, at an annual salary of \$65,827, which will be prorated, beginning December 2, 2013, for the 2013-2014 school year, pending the required criminal history and background check, and

**BE IT FURTHER RESOLVED** that the LDT-C will receive an additional \$5,000 stipend as Child Study Team Coordinator.

Moved by: Seconded by:

Ayes: Nays:

- 4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Vanessa Facendola, Speech/Language Teacher, at (.8) MA, Step 2, at an annual salary of \$45,436, which will be prorated, beginning on or about January 2, 2014, for the 2013-2014 school year, pending the required criminal history and background check.

Moved by: Seconded by:

Ayes: Nays:

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the resignation of Jessica Kristiansen, Paraprofessional, effective November 25, 2013.

Moved by:

Seconded by:

Ayes:

Nays:

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of the following Paraprofessionals, beginning November 21, 2013, at a prorated salary of \$23,058 (\$18/hr @ 7 hr/day from 8:20am-3:20pm), for the 2013-2014 school year, pending the required criminal history and background check:

Christin Beam  
Patricia Pakonis

Moved by:

Seconded by:

Ayes:

Nays:

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of the following addition to the 2013-2014 Substitute Teacher List, at \$75/day, pending the required criminal history and background check:

Sara Zambelli

Moved by:

Seconded by:

Ayes:

Nays:

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Essex Fells School Elementary Technology Curriculum ó November 2013.

Moved by:

Seconded by:

Ayes:

Nays:

9. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Emergency Operations Plan of the Essex Fells School and the Essex Fells Police Department ó September 2013.

Moved by:

Seconded by:

Ayes:

Nays:

**10. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the QSAC ó DPRs.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

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

Girl Scout Troop 20022  
 12/11/13, 1/8/14, 2/5/14, 3/12/14, 4/9/14, 5/14/14, 6/11/14  
 Media Center, 3:05-4:15pm

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

**12. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following student from the Caldwell College/Division of Education:

Kelly Graham ó Field Observation/Teacher Assistant  
 11/22/13 ó Grade 6, 3-hour observation  
 1/27/14 ó Grade 4 Inclusion/Emily Calistri, Cooperating Teacher

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

**13. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the revision to the appointment of Wellness & Rehabilitation Services, Physical Therapist, for the 2013-2014 school year, at the following hours and rates:

Estimated 441 hours total at \$80.00/hour for:	
• Treatment	
• Data updates	
• IEP Development/Progress Reports	
Not to exceed	\$35,280.00
Estimated 10 Evaluations total (initial/Rev.) at	<b>\$280.00 each</b>
Not to exceed	<b>\$2,800.00</b>
<b><u>Total school year cost not to exceed:</u></b>	<b><u>\$38,080.00</u></b>

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

**14. BE IT RESOLVED** by the Essex Fells Board of Education (hereinafter referred to as the "Board") that the terms, stipulations and conditions as established in the Settlement Agreement and Release between the Board and the Parents of a student whose name is on file in the Superintendent's office, which is annexed to this Resolution, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Settlement Agreement and Release, and any other documents necessary to effectuate the settlement.

Moved by:

Seconded by:

Ayes:

Nays:

**15. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the first reading of the following Policies/Regulations:

Policy/Regulation 1240	Evaluation of Superintendent (Revised)
Policy/Regulation 3142	Nonrenewal of Nontenured Teaching Staff Member (Revised)
Policy/Regulation 3144	Certification of Tenure charges (Revised)
Policy/Regulation 4146	Nonrenewal of Nontenured Support Staff Member (Revised)

**AND BE IT RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the first reading of the following TEACHNJ Statute and AchieveNJ Administrative Code Policies and Regulations for Teaching Staff Member Evaluations:

Policy/Regulation 3221	Evaluation of Teachers (New)
Policy/Regulation 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (New)
Policy/Regulation 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (New)
Policy/Regulation 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (New)

Moved by:

Seconded by:

Ayes:

Nays:

**VIII. Business Administrator's Report**

**IX. Business Resolutions**

**RESOLVED** that the Board of Education approves Business Resolutions # 01 ó 7.

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

Workshop Meeting Minutes	October 2, 2013
Regular Meeting Minutes	October 16, 2013

Moved by:	Seconded by:
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Ayes:	Nays:
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2. **RESOLVED** that the Board of Education approves the bills and claims for November 2013 in the total amount of \$154,505.23, as certified by the Business Administrator/ Board Secretary; and

**BE IT FURTHER RESOLVED**, that the Board of Education approves the payroll for October 2013 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$279,996.02 including \$260,678.81 for the gross payroll, \$3,763.30 for the Board's share of FICA/Medicare and \$15,523.91 for the State's share of FICA/Medicare.

Moved by:	Seconded by:
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Ayes:	Nays:
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3. **RESOLVED** that the Board of Education approves the transfer of funds for the month of October as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by:	Seconded by:
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Ayes:	Nays:
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4. **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 September; and

**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:

- 5. **WHEREAS**, PSE&G is sponsoring a direct install program for government & nonprofit facilities, and

**WHEREAS**, The Essex Fells School District qualifies for the energy efficiency update program.

**NOW, THEREFORE, BE IT RESOLVED** that the Essex Fells Board of Education approve the PSE&G Direct Install Program Project #1304755 for a cost of \$176/ month for 24 months. Total projected savings to the district over a 5 year period \$32,962.

Moved by:

Seconded by:

Ayes:

Nays:

- 6. **BE IT RESOLVED** that the Board of Education accepts and approves change order #002 from Sunnyfield Corporation, to provide labor, material and equipment necessary to install an additional controller and outdoor air sensor to control the existing pumps with the new boiler control panel.

**BE IT FURTHER RESOLVED** that the aforementioned change order in the amount of \$964.08 will be deducted from the project allowance of \$5,000 and will result in a zero dollar change to the original amount of the project.

Moved by:

Seconded by:

Ayes:

Nays:

- 7. **BE IT RESOLVED** that the Board of Education accepts and approves change order #003 from Sunnyfield Corporation as a deduct change order representing the balance of the project allowance being refunded to the Board.

**BE IT FURTHER RESOLVED** that the aforementioned change order in the amount of \$2,940.29, results in the project cost being reduced from \$157,100.00 to \$154,159.71.

Moved by:

Seconded by:

Ayes:

Nays:

**X. Old Business / Board Discussion**

**XI. New Business / Board Discussion**

**XII. Meeting Open for Public Comment**

**XIII. Adjournment**

**BE IT RESOLVED** that this public meeting of the Board of Education be adjourned. The next **Workshop Meeting** of the Board of Education will be held on **Wednesday, December 4, 2013** in the Superintendent's Office and the next **Regular Meeting** will be held on **Wednesday, December 18, 2013 at 7:30 P.M.** in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays:



**Enrollment Count: 2013-2014**

Teacher	Section	Total	M	F
Ms. Mitchell/Ms. Almeida(Ms. Burger)-AM	PS	13	7	6
Ms. Mitchell/Ms. Almeida(Ms. Burger)-PM	PS	13	6	7
Mrs. Emma	KE	13	9	4
Mrs. Gann/Mrs. Short	KG/S	12(13)	7(8*)	5
Mrs. Massaro/Ms. Cervino	1M/C	19	7	12
Mrs. Brutman/Mrs. Hromoko	2B/H	11	5	6
Ms. McMahon	2M	12	5	7
Mrs. Perry/Ms. McLain	3P/M	13	3	10
Mrs. Reynolds	3R	13	3	10
Mrs. Barshay/Mrs. Calistri	4B/C	13	7	6
Mrs. Hacker	4H	11	6	5
Mrs. Banek	5B	18	6	12
Ms. Craveiro/Ms. Belmont	5C/B	19	8	11
Mrs. Buonomo/Mrs. Whitman	6B/W	13	8	5
Ms. Dalton	6D	13	8	5
Out-of-District		2 / 1 pending		
<b>TOTALS</b>		<b>208</b>	<b>95</b>	<b>111</b>

\*PM session

**Fire Drills: 2013-2014**

Month	Fire Drill	Emergency Drill
September	9-16-13	Lockdown 9-30-13
October	10-22-13	Lockdown 10-24-13
November	11-18-13	
December		
January		
February		
March		
April		
May		
June		

**HIB / V&V Report**

As of Date of BOE Meeting	9/18/13	10/16/13	11-20-13					
TOTAL # of Reported Incidents	1	1	0					
Number of Unfounded Incidents	1	1	0					
Number of Founded Incidents	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.