

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

**WEDNESDAY, MAY 30, 2018
PUBLIC REAPPOINTMENT 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

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

V. President's Report

VI. Superintendent's Report

- End of Year Events
- Teacher Evaluations
- Business Office – Administrative Assistant

VII. Old Business / Board Discussion

- Superintendent Merit Goals – County Approval
- BOE Goals 2017-2018 - Completion
- Superintendent/District Goals 2017-2018 - Completion
- Language for Parent Conduct Signs
- Policy Discussion:
 - P&R 1550 Equal Employment / Anti-Discrimination Practices
 - P 2431* Athletic Competition
 - R 2431.2* Medical Examination Prior to Participation on a School Sponsored Interscholastic or Intramural Team or Squad

AGENDA

May 30, 2018

- P 2431.8* Varsity Letters for Interscholastic Extracurricular Activities
- P&R 5350 Student Suicide Prevention
- P 5533 Student Smoking
- P 5535* Passive Breath Alcohol Sensor Device
- P&R 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- P 8462 Reporting Potentially Missing or Abused Children
- P 8561* Procurement Procedures for School Nutrition Programs

* Not in EFS Policy Manual

VIII. New Business / Board Discussion

- BOE Goals 2018-2019
- Superintendent/District Goals 2018-2019
- Superintendent and Business Administrator Merit Goals 2018-2019

IX. Reorganization Action Items

RESOLVED that the Board of Education approves Reorganization Action Items # 01 – 33.

1. **RESOLVED**, that the Board appoints the Steven J. Lella as the purchasing agent for the Essex Fells School District for the 2018-2019 school year in accordance with N.J.S.A.18:18A-2b as revised, and assigned the authority, responsibility, accountability for purchasing on behalf of the Board, and having the power to prepare advertisements, advertise for and receive bids, and to award contracts pursuant to N.J.S.A.18A:18A-3a(Bid Threshold) at a bid threshold up to \$40,000, 18A:18A-37a-c (quotations), and 18A:18A-7 (Emergency Purchases), and prepare and issue all purchase orders in accordance with N.J.S.A.18A:18A et. seq. and applicable Board policies and regulations.

Moved by:

Seconded by:

Ayes:

Nays:

2. **RESOLVED**, that the Board appoints the firm of Fogarty & Hara as Board Attorney, as per the proposal, for the 2018-2019 school year, at an hourly rate of \$175 for a partner and \$155 for an associate.

NOTES: See Attachment A

Moved by:

Seconded by:

Ayes:

Nays:

- 11. RESOLVED** that the Board of Education approves the 2018-2019 Petty Cash fund in the amount of \$300.00, to be administered by the Business Administrator/Board Secretary.

Moved by:

Seconded by:

Ayes:

Nays:

- 12. RESOLVED** that the Board of Education approves the appointment of Mr. Adi Sulisty, Facility Supervisor, as Integrated Pest Management Coordinator, Coordinator for Right-To-Know, AHERA and other health & safety and environmental programs mandated by the State of New Jersey, at a \$2,000 stipend, for the 2018-2019 school year.

Moved by:

Seconded by:

Ayes:

Nays:

- 13. RESOLVED** that the Board of Education approves the renewal of an agreement with New Wave Consultants, Inc, of Lincoln Park, New Jersey to provide mandatory environmental safety services under PEOSHA for the 2018-2019 school year, at an annual fee of \$1,500, services to include training, inspections and plan review update for Right To Know, Bloodborne Pathogens, Indoor Air Quality, AHERA and Integrated Pest Management.

NOTES: See Attachment C

Moved by:

Seconded by:

Ayes:

Nays:

- 14. RESOLVED** that the Board of Education appoints Michelle V. Gadaleta as the 504 Officer for the 2018-2019 school year.

Moved by:

Seconded by:

Ayes:

Nays:

- 15. RESOLVED** that the Board of Education appoints the Business Administrator/Board Secretary as the district Affirmative Action Officer, Public Compliance Officer, and Custodian of Records for the 2018-2019 school year.

Moved by:

Seconded by:

Ayes:

Nays:

24. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Meg Lipper, BCBA, for the 2018-2019 school year, at the following hours and rates:

Estimated 20 hours at \$90.00/hour for:
• BCBA Instruction/Home
Not to exceed: \$1,800.00

Estimated 210 hours at \$90.00/hour for:
• BCBA Instruction/School
Not to exceed: \$18,900.00

Estimated 40 hours at \$55.00/hour for:
• Curriculum Development/Data Review
Not to exceed: \$2,200.00

Total school year cost not to exceed: **\$22,900.00**

Moved by: Seconded by:

Ayes: Nays:

25. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Debbie Rosenson, School Social Worker, for the 2018-2019 school year, at the following hours and rates:

Up to 10 evaluations per year at \$325 per evaluation **\$3,250.00**

Moved by: Seconded by:

Ayes: Nays:

26. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Linda Costello, Language Arts Consultant, for the 2018-2019 school year, at the following hours and rates:

- 12 hours per month for a period of 10 months
- \$80 per hour
 - o 120 hours * \$80/hour = \$9,600

Moved by: Seconded by:

Ayes: Nays:

- 2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the rescinding of Michelle V. Gadaleta is designated as the *School Safety Specialist* for Essex Fells School, as required by the NJDOE (approved 1/17/18).

Moved by:

Seconded by:

Ayes:

Nays:

- 3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, that Steven Lella is designated as the *School Safety Specialist* for Essex Fells School, as required by the NJDOE.

Moved by:

Seconded by:

Ayes:

Nays:

- 4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, that the annual teacher evaluations will be conducted through the STRONGE & Associates model, and

BE IT FURTHER RESOLVED that the Superintendent and Business Administrator’s evaluation tools are District-developed.

Moved by:

Seconded by:

Ayes:

Nays:

- 5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the NJDOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights, District and School Grade Report, with a score of 78 out of a possible 78 for the 2016-2017 school year.

Moved by:

Seconded by:

Ayes:

Nays:

- 6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Lisa Evangelista as Administrative Assistant to the Business Office, effective May 30, 2018 through June 30, 2018, at an annual salary of \$50,000, pro-rated, in the amount of \$4,359.98.

Moved by:

Seconded by:

Ayes:

Nays:

- 7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the substitute list for the 2017-2018 school year:

Meg Lipper Teacher (\$85/day)

Moved by: Seconded by:

Ayes: Nays:

- 8. **RESOLVED** that the Board of Education accepts the recommendation of the Superintendent and approves the employment of the following student assistant and substitute in the custodial department for the 2018 summer, for a total of 50 hours each.

Jake Evangelista \$10.00/hr
Gerardo Rodriguez \$15.00/hr

Moved by: Seconded by:

Ayes: Nays:

- 9. **RESOLVED** that the Board of Education accepts the recommendation of the Superintendent and approves Jackie Castellano and Marco Pannullo for technology input/infrastructure for Summer 2018 at the contracted rate for a maximum total of 100 hours.

Moved by: Seconded by:

Ayes: Nays:

- 10. **RESOLVED** that the Board of Education accepts the recommendation of the Superintendent and approves Judi Reynolds as Lead Teacher, as needed, for Summer 2018 at the contracted rate, not to exceed 50 hours.

Moved by: Seconded by:

Ayes: Nays:

- 11. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Extended School Year (ESY) Program for Summer 2018, and

BE IT FURTHER RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the following staff members for the 2018 Extended School Year (ESY) Program Mondays-Thursdays, July 2 – August 2, from 9:00am – 1:00pm, including one half hour additional per day for planning at the following rates:

Jeanine Whitman	CST (not to exceed 50 hours) at the contracted rate
Jaclyn Franzi	Special Ed Teacher at the contracted rate
Katie MacKenzie	Special Ed Teacher at the contract rate
Laurie Fischer	Speech at the contracted rate
Marisa Burger	Paraprofessional at \$20/hour

NOTES: Michelle V. Gadaleta, ESY Supervisor

Moved by: _____ Seconded by: _____

Ayes: _____ Nays: _____

12. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the Professional Services Agreements for Related Services for students in accordance with their IEP’s for the Extended School Year (Summer 2018) Program as follows:

OT: Lori Franklin

Estimated 15 hours total at \$90/hour for:

- Treatment

Total summer cost not to exceed: \$1,350.00

PT: Wellness & Rehabilitation Services

Estimated 20 hours total at \$80/hour for:

- Treatment

Total summer cost not to exceed: \$1,600.00

BCBA: Meg Lipper

Estimated 5 hour total at \$90.00/hour

Not to exceed: \$450.00

Estimated 2 hours total at \$55.00/hour (curr. dev./data review)

Not to exceed: \$110.00

Total summer cost not to exceed: \$660.00

Moved by: _____ Seconded by: _____

Ayes: _____ Nays: _____

13. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the Out of District Program costs for Harbor Haven for Summer 2018 in the following amount:

6 weeks	\$7,140
Transportation	\$1,020

Total Summer Program Not to Exceed

\$8,160.00

Moved by:

Seconded by:

Ayes:

Nays:

14. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the Out of District Program costs for PG Chambers for Summer 2018 in the following amount:

30 days total at \$386.36/day

Total Summer Program Not to Exceed

\$11,590.80

Moved by:

Seconded by:

Ayes:

Nays:

15. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the following contracts with the Essex Regional Educational Services Commission for the 2018-19 School Year:

1. Transportation of Special Education and / or specific destinations of school students (Revised)
2. Public School Child Study Team Evaluations
3. Addendum to the Public School Child Study Team for Additional Services

NOTE: Contracts with BA

Moved by:

Seconded by:

Ayes:

Nays:

16. RESOLVED that the Board of Education, as recommended by the Superintendent, extends thanks to the PTA and Essex Fells Foundation for Educational Excellence for their donations and support of the school throughout the 2017-2018 school year.

Moved by:

Seconded by:

Ayes:

Nays:

17. RESOLVED that the Board of Education recognizes the Essex Fells Foundation for Educational Excellence and the Essex Fells PTA as official parent support Organizations for the 2018-2019 school year in accordance with Policy #9210; and

BE IT FURTHER RESOLVED that the activities/functions scheduled by these organizations will be brought to the attention of the Board.

Moved by:

Seconded by:

Ayes:

Nays:

18. 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:

Essex Fells School – Class of 1973 Reunion
Saturday, June 30, 2018, 2:00-4:00pm – Tour of School

Moved by:

Seconded by:

Ayes:

Nays:

XI. Business Administrator’s Report

- Ch. 47 - Report of Awarded Contracts

XII. Business Resolutions

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

1. RESOLVED that the Board of Education approves an additional bills and claims for May in the total amount of \$120,665.39 as certified by the Business Administrator/Board Secretary.

Moved by:

Seconded by:

Ayes:

Nays:

2. RESOLVED that the Board of Education approves the transfer of funds for the month of April as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by:

Seconded by:

Ayes:

Nays:

- 3. **RESOLVED**, that the Board of Education approves the submission of a request to the Executive County Superintendent of Schools for renewal of the required waiver of toilet facilities for Kindergarten classrooms 201 and 202 for the 2018-2019 school year.

Moved by:

Seconded by:

Ayes:

Nays:

- 4. **WHEREAS**, the Essex Fells Board of Education (“Board”) twice advertised for bids for the Toilet Room Renovations and Miscellaneous Project at Essex Fells Schools (“Project”); and

WHEREAS, at the May 4, 2018 bid opening, the single bid received was rejected for exceeding the Board’s cost estimate for the Project, and at the May 23, 2018 bid opening, no bids were received; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-5(c), the Board may consequently negotiate a contract for the Project.

NOW, THEREFORE, BE IT RESOLVED that the Business Administrator/Board Secretary is hereby authorized to negotiate a contract for the Project pursuant to N.J.S.A. 18A:18A-5(c).

Moved by:

Seconded by:

Ayes:

Nays:

XIII. Meeting Open for Public Comment

XIV. 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 the Business Administrator’s contract. 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:

XV. Adjournment

BE IT RESOLVED that this public meeting of the Board of Education be adjourned. The next **Public Reappointment Meeting** of the Board of Education is scheduled for **Wednesday, June 20, 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	11	5	6
Mrs. Christopher	6C	11	6	5
TOTAL		229	118	111
Out-of-District		3*		
FINAL TOTALS		232		

*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	2/23/18	Evacuation to Bleachers 2/27/18
March	3/23/18	Lockdown 3/30/18
April	4/17/18	Evacuation Drill 4/24/18
May	5/24/18	Stranger Drill 5/15/18
June		

HIB / V&V Report

As of Date of BOE Meeting	10/18/17	11/15/17	1/17/18	2/21/18	3/26/18	4/18/18	5/16/18	5/30/18	6/20/18
TOTAL # of Reported Incidents	2	0	1	0	1	0	0	0	
Number of Unfounded Incidents	2	0	1	0	0	0	0	0	
Number of Founded Incidents	0	0	0	0	1	0	0	0	
Violence & Vandalism Incidents	0	0	0	0	2	0	1	1	

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.