

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

WEDNESDAY, JANUARY 22, 2020

**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 7, 2020. 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. Kris Huegel, President
Mrs. Debra Tedesco, Vice-President
Mrs. Bethany Buccino
Dr. Steven LoCascio
Mr. Theodore Skopak

III. Flag Salute

IV. President's Report

V. Public Comment on Agenda Items Only

VI. Superintendent's Report

- MLK Day of Service
- State Assessment Comparison Report
- Illness Update

VII. Superintendent's Resolutions

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

- 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): Monica Craveiro
Event: iSTEAM Conference 2020
Location: Ramapo College of NJ
Date: 1/14/20
Cost: \$196.43 Total (Fee-\$179.00; Mileage-\$17.43)

Staff Member(s): Marco Pannullo
Event: Jamf 300 Course
Location: NYC
Date: 1/13-16/20
Cost: \$2,044.40 Total (Fee-\$2,000; Mileage-\$44.40)

Staff Member(s): Steve Lella
Event: NJSIG Workshop
Location: The Graycliff, Moonachie, NJ
Date: 2/7/20
Cost: \$0

Staff Member(s): Molly Livio
Event: Introduction to AAC/Pencil Grips & Writing Papers Workshops
Location: Educational Enterprises, Paramus, NJ
Date: 2/21/20
Cost: \$90.00

Staff Member(s): Rosalie Takkel
Event: Full STEAM Ahead Workshop
Location: Wilshire Grand Hotel, West Orange, NJ
Date: 2/24/20
Cost: \$279.00

Staff Member(s): Katie MacKenzie
Event: Elementary Conflict Resolution Training
Location: NJ Law Center, New Brunswick, NJ
Date: 3/24/20
Cost: \$22.68 Total (Fee-\$0; Mileage-\$22.68)

Staff Member(s): Monica Craveiro, Kristen Kowalski
Event: IXL Live Workshop
Location: Hilton Parsippany
Date: 4/2/20
Cost: \$84.10 Total Per Person (Fee-\$75.00; Mileage-\$9.10)

Staff Member(s): Michelle Barshay, Lisa Massaro
Event: Wilson Reading System Workshop
Location: Banyan School, Fairfield, NJ
Date: 6/9-11/20
Cost: \$1,200 Total (\$600 per person)

Ayes: Nays
Moved by: Seconded by:

2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the retirement of Deborah W. Emma, Elementary School Teacher, effective June 30, 2020.

Moved by: Seconded by:
Ayes: Nays:

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Maternity/Disability Leave of Absence for Katherine Vetere from on or about March 26 through June 19, 2020, using a total of 55 school days as follows:

March 26 – April 30, 2020 = 20 sick days
May 1 – June 19, 2020 = 35 days unpaid leave of absence

NOTES: Letter attached

Moved by: Seconded by:
Ayes: Nays:

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Vendor Services Agreement with Schoolhouse Pictures for the 2020-21 school pictures.

Moved by: Seconded by:
Ayes: Nays:

VIII. Business Administrator’s Report

- 2020-21 Budget Calendar
- Workers Comp Claim
- 2019-20 Mid-Year County Budget Review

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	12/11/19
Workshop Meeting Minutes	12/11/19

Moved by:	Seconded by:
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Ayes:	Nays:
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- 2. **RESOLVED** that the Board of Education approves bills and claims for January in the amount of \$147,768.58, as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for December as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$389,603.02 including \$363,884.27 for the gross payroll, \$7,012.05 for the Board’s share of FICA/Medicare and \$18,706.70 for the State’s share of FICA/Medicare.

Moved by:	Seconded by:
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Ayes:	Nays:
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- 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 November;

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

Moved by:

Seconded by:

Ayes:

Nays:

- 5. RESOLVED** that the Board of Education acknowledge receipt of and accepts the Comprehensive Annual Financial Report (CAFR) of the Essex Fells School District and the Auditors’ Management Report, prepared by the auditing firm of Samuel Klein and Company for the fiscal year ending June 30, 2019.

Moved by:

Seconded by:

Ayes:

Nays:

- 6. RESOLVED** that the Essex Fells Board of Education approves the submission of the following Special Education Medicaid Initiative (SEMI) Program Waiver to the Essex County Office of Education:

WHEREAS, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) program for the 2020-2021 school year, and

WHEREAS, the Essex Fells Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students,

NOW THEREFORE BE IT RESOLVED, that the Essex Fells Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Essex an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2020-2021 school year.

Moved by:

Seconded by:

Ayes:

Nays:

X. **Old Business / Board Discussion**

- School Resource Officer
- Superintendent Transcript

XI. **New Business / Board Discussion**

- BOE Survey

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 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, February 5, 2020 at 7:30 P.M.** in the Superintendent’s Office. The next **Regular Meeting** will be held on **Wednesday, February 19, 2020 at 7:30 P.M.** in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays:

AGENDA

January 22, 2020

2019-2020

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Duarte	PS/AM	15	8	7
Mrs. Quinn/Ms. Duarte	PS/PM	14	6	8
Mrs. Gann/Mrs. Takkal	KG/T	13	9	4
Ms. Livio	KL	13	10	3
Mrs. Brutman	1B	14	8	6
Ms. Mitchell/Mrs. Hromoko	1M/H	15	7	8
Ms. Burger	2B	16	8	8
Mrs. Fitzgerald/Mrs. MacKenzie	2F/M	17	9	8
Ms. Kowalski/Ms. Wieczorek	3K/W	14	8	6
Mrs. Massaro	3M	13	6	7
Mrs. Banek/Ms. Franzi	4B/F	20	10	10
Mrs. Hacker/Mrs. Brzostowski	4H/B	21	9	12
Ms. Craveiro/Mrs. Vetere	5C/V	19	11	8
Mrs. Truchel/Mrs. Criscione	5T/C	19	10	9
Mrs. Buonomo/Ms. Myers	6B/M	15	9	6
Mrs. Christopher	6C	15	11	4
TOTAL		253	139	114
Out-of-District		2*		
FINAL TOTALS		255		

*Total includes 2 out-of-district students.

Fire Drills: 2019-20

Month	Fire Drill	Emergency Drill
September	9/11/19	Lockdown 9/13/19
October	10/15/19	Evacuation Drill 10/4/19
November	11/15/19	Lockdown/Shelter in Place 11/18/19
December	12/10/19	Lockdown 12/19/19
January	1/15/20	
February		
March		
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	9/18/19	10/16/19	11/20/19	12/18/19	1/22/20
TOTAL # of Reported Incidents	0	0	1	0	0
Number of Unfounded Incidents	0	0	1	0	0
Number of Founded Incidents	0	0	0	0	0
Violence & Vandalism Incidents	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 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.