

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

**WEDNESDAY, NOVEMBER 14, 2018**

**COMMUNITY DISCUSSION with BOE, PTA & EFFEE  
7:00 P.M. – MEDIA CENTER**

**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 October 5, 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 Only**

**V. President's Report**

**VI. Superintendent's Report**

- Security Visit
- West Essex Transition Meeting
- Architect Visit
- SGO's and PDP and Assessment Charts
- Wilson Training
- Language Arts Resources
- Chronic Absenteeism
- Parent Visitation Day Update: 91 Families Attended; 144 Students were Visited

**VII. Old Business / Board Discussion**

- Status on: New Apps and New Communication Tools
- Baseball Fields
- Gym Capacity
- Sidewalk Update

**VIII. New Business / Board Discussion**

- Preschool Tuition Rate
- Paraprofessional

**IX. Superintendent's Resolutions**

**RESOLVED** that the Board of Education approves Superintendent Resolutions #01 – 09.

- 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): Steve Lella  
Event: Security and Emergency Management for the K-12 School  
Community Workshop  
Location: Caldwell University  
Date: 11/2/18  
Cost: \$0

Staff Member(s): Steve Lella  
Event: NJ School Safety Specialist Gang Training Make-up Session  
Location: Morris County Public Safety Training Academy  
Date: 12/3/18  
Cost: \$0

Staff Member(s): Dorotea Banek, Lauren Geleailen, Kimberly Trafford  
Trisha Pakonis, Marco Pannullo, Jaclyn Franzi, Sue Hacker,  
Kelly Mitchell, Rosalie Takkel, Kristin Gann, Katie McNish  
Event: Smartboard Training  
Location: Keyboard Consultants  
Date: 11/15/18, 12/6/18, 12/11/18  
Cost: \$979.00 total

Staff Member(s): Patricia Pakonis  
Event: Effectively Dealing with Disruptive Students Workshop  
Location: Wilshire Grand Hotel, West Orange, NJ  
Date: 12/17/18  
Cost: \$269.00

Staff Member(s): Susan Hacker  
Event: Enhancing STEM Learning in the Classroom Workshop  
Location: Wilshire Grand Hotel, West Orange, NJ  
Date: 12/18/18  
Cost: \$269.00

Staff Member(s): Monica Craveiro  
Event: iSTEAM Conference 2019  
Location: Ramapo College  
Date: 1/11/19  
Cost: \$198.22 total (\$179.00 fee + \$19.22 mileage)

Staff Member(s): Kimberly Trafford  
Event: Innovation, Cutting Edge Strategies for Increasing the Impact  
and Effectiveness of Your School Library Program Workshop  
Location: Wilshire Grand Hotel, West Orange, NJ  
Date: 1/11/19  
Cost: \$259.00

Staff Member(s): Monica Craveiro, Nicole Criscione, Lauren Geleailen,  
Michelle Truchel  
Event: Best Practices in Co-Teaching Workshop  
Location: Radisson Hotel, Piscataway, NJ  
Date: 1/16/19  
Cost: \$295.35 total per person (\$269.00 fee + \$26.35 mileage)

Staff Member(s): Catherine Codella  
Event: LGBT Youth Clinical Strategies to Support Sexual Orientation  
and Gender Identity Workshop  
Location: Sheraton Parsippany Hotel  
Date: 1/23/19  
Cost: \$199.99

Staff Member(s): Laurie Fischer  
Event: 101 Therapy Strategies to Increase Your Effectiveness as a  
SLP Workshop  
Location: West Orange, NJ  
Date: 1/25/19  
Cost: \$269.00

Staff Member(s): Ashley Messer  
Event: Keys to Enhancing Your Effectiveness as a School Nurse  
Workshop  
Location: West Orange, NJ  
Date: 1/28/19  
Cost: \$269.00

Staff Member(s): Kelly Mitchell  
Event: Yoga and Mindfulness in the Classroom Workshop  
Location: Fairfield, NJ  
Date: 1/30/19  
Cost: \$199.99

Staff Member(s): Michelle Truchel  
Event: Instructional Strategies to Support Struggling Students in Inclusive Classrooms Workshop  
Location: MUJC PD Center, New Providence, NJ  
Date: 2/5/19  
Cost: \$135.00

Staff Member(s): Nina Buonomo, Marisa Burger, Sara Christopher  
Event: Mindfulness –Workshop  
Location: ERESC Professional Development Institute, Fairfield, NJ  
Date: 3/1/19  
Cost: \$45.00 per person

Staff Member(s): Catherine Codella  
Event: Art Therapy, Creative Interventions for kids with Trauma, ADHD, Mood Disorders, Anxiety Training  
Location: Online Course  
Date: TBD  
Cost: \$129.00

Moved by: Seconded by:

Ayes: Nays:

- 2. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the resignation of Susan FitzGibbon, Paraprofessional, with November 29, 2018, as the last day of employment.

Moved by: Seconded by:

Ayes: Nays:

- 3. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of the following paraprofessional, for the 2018-19 school year, effective on or about November 26, 2018, at the following prorated salary:

Gema V. Kearns      \$18,340.00      7 hr/day      @ \$20/hr

Moved by:                                  Seconded by:  
 Ayes:    Nays:

- 4. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2019-2020 Preschool tuition rate of \$3,000.

Moved by:                                  Seconded by:  
 Ayes:    Nays:

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

EFFEE Winter Enrichment  
 Tuesdays - Thursdays  
 Schedule attached

Moved by:                                  Seconded by:  
 Ayes:    Nays:

- 6. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following additions to the list of possible Field Trip locations for the 2018-2019 school year:

GaGa Sphere, Waldwick, NJ  
 NJ Statehouse, Trenton, NJ

Moved by:                                  Seconded by:  
 Ayes:    Nays:

- 7. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the scheduled Field Trip for the 2018-2019 school year.

**NOTE:** List attached

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 5500      Expectations for Student Conduct (M) (Revised)

Moved by:

Seconded by:

Ayes:

Nays:

- 9. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the contract for nursing services with the following for the 2018-2019 school year:

Bayada Home Health Care, Inc  
Delta-T Group  
Epic Health Services

Moved by:

Seconded by:

Ayes:

Nays:

**X. Business Administrator's Report**

- 2017-18 Audit Update
- District Report of Transported Students (DRTRS) submitted
- November Board of Education Election Results
- 2019-20 Budget Preparation
- School Musical Donation

**XI. 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	10/3/18
Executive Session Minutes	10/3/18
Regular Meeting Minutes	10/17/18
Executive Session Minutes	10/17/18

Moved by: Seconded by:

Ayes: Nays:

**2. RESOLVED** that the Board of Education approves bills and claims for November in the total amount of \$99,876.83 as certified by the Business Administrator/ Board Secretary; and

**BE IT FURTHER RESOLVED**, that the Board of Education approves the payroll for October as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$341,151.20 including \$318,511.95 for the gross payroll, \$3,609.98 for the Board’s share of FICA/Medicare and \$18,294.67 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 August & September;

**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

**AGENDA**

**November 14, 2018**

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

Moved by:

Seconded by:

Ayes:

Nays:

- 5. BE IT RESOLVED THAT** the Essex Fells Board of Education accepts a donation from Ms. Nieves-Marootian in the amount of \$200.00 to be used for scenery supplies for the Essex Fells School Musical.

**BE IT FURTHER RESOLVED THAT** the following budget line be increased and that the Business Administrator be authorized to administer it:  
20-000-100-610-050-01 Essex Fells School Musical Fund \$200.00

Moved by:

Seconded by:

Ayes:

Nays:

**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 issues and security 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** is scheduled for **Wednesday, December 5, 2018 at 7:30 P.M.** in the Superintendent’s Office. The next **Regular Meeting** is scheduled for **Wednesday, December 19, 2018, 7:30 P.M.** in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays:

**Enrollment Count: 2018-2019**

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Duarte	PS/AM	14	10	4
Mrs. Quinn/Ms. Duarte	PS/PM	14	7	7
Mrs. Gann	KG	13	6	7
Ms. Livio/Mrs. Takkel	KL/T	13	5	8
Mrs. Brutman/Mrs. Hromoko	1B/H	17	9	8
Ms. Mitchell	1M	18	9	9
Ms. Burger/Mrs. MacKenzie	2B/M	15	7	8
Mrs. Fitzgerald	2F	14	7	7
Ms. Kowalski /Mrs. Vetere	3K/V	19	10	9
Mrs. Massaro/Ms. Wiczorek	3M/W	20	9	11
Mrs. Banek/Ms. Geleailen	4B/G	20	10	10
Mrs. Hacker/Ms. Franzi	4H/F	20	11	9
Ms. Craveiro	5C	14	9	5
Mrs. Criscione/Mrs. Truchel	5C/T	15	11	4
Mrs. Buonomo	6B	13	5	8
Mrs. Christopher/Ms. Myers	6C/M	12	4	8
TOTAL		251	129	122
Out-of-District		2*		
FINAL TOTALS		253		

\*Total includes 2 out-of-district students

**Fire Drills: 2018-2019**

Month	Fire Drill	Emergency Drill
September	9-17-18	Lockdown 9-21-18
October	10-24-18	Security Visit – Lockdown 10-29-18
November		
December		
January		
February		
March		
April		
May		
June		

**HIB / V&V Report**

As of Date of BOE Meeting	10/3/18	10/17/18	11/14/18						
TOTAL # of Reported Incidents	0	0	2						
Number of Unfounded Incidents	0	0	2						
Number of Founded Incidents	0	0	0						
Violence & Vandalism 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 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.