

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

**FRIDAY, FEBRUARY 22, 2019**

**PUBLIC MEETING  
1:30 P.M. – SUPERINTENDENT’S OFFICE**

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 February 20, 2019. 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  
Dr. Steven LoCascio, Vice-President  
Mrs. Bethany Buccino  
Mrs. Shani Drogin  
Mrs. Debra Tedesco

**III. Flag Salute**

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

**V. President’s Report**

**VI. Superintendent’s Report**

- 2019-20 Preschool & Kindergarten Enrollment
- Character Education Week
- Policy 5756
- Occupational Therapist Position
- Staffing 2019-2020
- App Launch

**VII. Superintendent’s Resolutions**

**RESOLVED** that the Board of Education approves Superintendent Resolutions #01 – 12.

- 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): Jeanine Whitman  
 Event: Out-of-District Placement Research  
 Location: Scotch Plains, Mountainside  
 Date: 1/8/19, 2/5/19, 2/7/19  
 Cost: \$37.95 mileage (\$14.26 + \$8.56 + \$15.31)

Staff Member(s): Dorotea Banek, Jaclyn Franzi, Susan Hacker,  
 Lauren Geleailen, Rosalie Takkel  
 Event: ERESC Mindfulness Workshop  
 Location: PD Institute, Fairfield, NJ  
 Date: 3/1/19  
 Cost: \$45.00 per person

Staff Member(s): Debbie Emma  
 Event: Recent Advances in Understanding Word-Level Reading  
 Problems Workshop  
 Location: The Westwood, Garwood, NJ  
 Date: 3/15/19  
 Cost: \$217.40 total (\$205.00 fee + \$12.40 mileage)

Staff Member(s): Katie Vetere  
 Event: Conquer Mathematics  
 Location: Fairfield, NJ  
 Date: 3/18/19 (rescheduled – previously approved on 9/5/18)  
 Cost: \$155.00

Staff Member(s): Marisa Burger  
 Event: NJECC Spring 2019 Conference  
 Location: Ramapo College of NJ  
 Date: 3/22/19  
 Cost: \$132.56 total (\$125.00 fee + \$7.56 mileage)

Staff Member(s): Lauren Geleailen  
 Event: Develop Growth Mindset in mathematics  
 Location: New Brunswick, NJ  
 Date: 3/26/19  
 Cost: \$259.00

Moved by: Seconded by:

Ayes: Nays:





P 5756 Transgender Students  
 P&R 7440 School District Security  
 P&R 8461 Reporting Violence, Vandalism, Harassment,  
 Intimidation, Bullying, Alcohol, and Other Drug Offenses  
 P 8860 Memorials

Moved by: Seconded by:

Ayes: Nays:

**9. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, Delaney Piccoli to help with sets for the school musical.

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 following to the Essex County Office of Education for the 2018-2019 school year:

- *Memorandum of Agreement Between Education & Law Enforcement Officials - 2019 Revisions*
- *MOA Attached Document – Designated officials, law enforcement jurisdiction and agencies list*
- *Essex County Addendum of Memorandum of Agreement between Education and Law Enforcement Officials – School Critical Incident Drills*
- *Memorandum of Understanding Regarding Live Streaming – Essex County*

Moved by: Seconded by:

Ayes: Nays:

**11. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the generous donation to the school by the Zinn Family of a drum kit and stand valued at approximately \$200.

Moved by: Seconded by:

Ayes: Nays:

12. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, contracting with Kaleidoscope Education Services for Occupational Therapist Services for the period covering February 1, 2019 through June 30, 2019 at a rate of up to \$85.70 per hour.

Moved by:

Seconded by:

Ayes:

Nays:

**VIII. Business Administrator’s Report**

- 2017-18 Audit Update
- 2019-20 Budget
- 2018-19 Mid-Year Budget Efficiency Review

**IX. 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:

Regular Meeting Minutes	1/2/19
Executive Session Minutes	1/2/19

Moved by:

Seconded by:

Ayes:

Nays:

2. **RESOLVED** that the Board of Education approves bills and claims for February in the total amount of **\$134,741.41** as certified by the Business Administrator/ Board Secretary; and

**BE IT FURTHER RESOLVED**, that the Board of Education approves the payroll for January as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$341,428.80 including \$318,428.80 for the gross payroll, \$4,346.68 for the Board’s share of FICA/Medicare and \$18,965.50 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 December;

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

Moved by:

Seconded by:

Ayes:

Nays:

- 5. RESOLVED** that the Essex Fells Board of Education accepts and approves, as recommended by the Superintendent, the approval to proceed with the Bathroom, Kitchenette, and Classroom Sink Upgrade (the Project):

WHEREAS, the Essex Fells Board of Education in the County of Essex, New Jersey (the “Board”), desires to proceed with school facilities projects consisting generally of: Bathroom, Kitchenette, and classroom sink upgrade.

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED that the Essex Fells Board of Education approves as follows: Section 1. This project is designated “Other Capital and Maintenance” and the Board is not seeking state funding. Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project. Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board Attorney and Architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution; including the submission of information to the New Jersey Department of Education.

Moved by:

Seconded by:

Ayes:

Nays:

X. Old Business / Board Discussion

XI. New Business / Board Discussion

- Annual Fire Inspection
- EFPD Walk-through
- Use of Facilities – Essex Fells Recreation Department
- Ball Field Maintenance

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 will be held on Wednesday, March 6, 2019 at 7:30 P.M. in the Superintendent’s Office. The next Regular Meeting will be held on Wednesday, March 20, 2019, 7:30 P.M. in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays:



# AGENDA

February 22, 2019

## 2018-2019 Enrollment Count

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	14	5	9
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	15	8	7
Ms. Kowalski /Mrs. Vetere	3K/V	20	10	10
Mrs. Massaro/Ms. Wieczorek	3M/W	21	10	11
Mrs. Banek/Ms. Geleailen	4B/G	21	11	10
Mrs. Hacker/Ms. Franzi	4H/F	19	10	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		255	131	124
Out-of-District		2*		
FINAL TOTALS		257		

\*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	11-29-18	Shelter in Place 11-27-18
December	12-18-18	Lockdown 12-19-18
January	1-29-19	Lockdown 1-28-19
February	2-8-19	
March		
April		
May		
June		

## HIB / V&V Report

As of Date of BOE Meeting	10/3/18	10/17/18	11/14/18	12/19/18	1/16/19	2/20/19			
TOTAL # of Reported Incidents	0	0	2	1	0	0			
Number of Unfounded Incidents	0	0	2	0	0	0			
Number of Founded Incidents	0	0	0	1	0	0			
Violence & Vandalism Incidents	0	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.