

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

**WEDNESDAY, OCTOBER 21, 2020
PUBLIC MEETING
7:30 P.M. – Remote Meeting**

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. Bethany Buccino, Vice-President
Dr. Steven LoCascio
Mr. Raj Mehta
Mr. Theodore Skopak

III. Flag Salute

IV. Public Comment on Agenda Items

V. President's Report

VI. Superintendent's Report

- Reopening Update / Covid 19 Update
- Fire Prevention Week – October 5-9, 2020; Fire Truck Visit – October 8, 2020
- Professional Development Day – October 12, 2020
- Week of Respect/V&V Awareness – October 19-23, 2020
- Parent/Teacher Conferences – October 21-22, 2020
- Halloween – October 30, 2020

VII. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions # 01 – 13.

- 1. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of 1 of 2 attained Qualitative Superintendent Merit Goals for the 2020-2021 School Year to the Essex County Office of Education for approval and District payment pending approval of the County Superintendent.

NOTE: Documentation Attached

Moved by:

Seconded by:

Ayes:

Nays:

- 2. 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): Tracie Wieczorek
Event: 10/5/20
Location: Virtual
Date: Wilson Workshop
Cost: \$0

Staff Member(s): Lauren Brzostowski
Event: Virtual
Location: Distance Learning: Strengthen Online Instruction for Students with Special Needs Workshop
Date: 10/27/20
Cost: \$279.00

Staff Member(s): Danielle Butler
Event: Virtual
Location: Maximize Positive Outcomes for Your Students with Special Needs Workshop
Date: 10/27/20
Cost: \$279.00

Staff Member(s): Laurie Fischer
Event: Virtual
Location: Powerful Strategies to Accelerate Therapy Progress Workshop
Date: 10/27/20
Cost: \$279.00

Staff Member(s): Lauren Brzostowski
Event: Virtual
Location: Help Your Students Develop Self-Regulation Skills to Improve Behavior and Increase Learning Workshop
Date: 11/3/20
Cost: \$279.00

Staff Member(s): Katie MacKenzie
Event: Virtual
Location: Managing Frustration, Anxiety and Teaching Social Skills Workshop
Date: 12/8/20
Cost: \$150.00

Staff Member(s): Katherine Vetere
Event: Virtual
Location: Making Best Use of Google Classroom and Free Google Tools to Accelerate Student Learning (Grades K-6) Workshop
Date: 12/11/20
Cost: \$279.00

Staff Member(s): Laurie Fischer
Event: Virtual
Location: Helping Students with Reading and Language Deficits Workshop
Date: 12/16&17/20
Cost: \$595.00

Staff Member(s): Susan Hacker
Event: Virtual
Location: Distance Learning: Strengthen Online Math Instruction Workshop
Date: 2/8/21
Cost: \$279.00

Moved by: Seconded by:

Ayes: Nays:

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

PTA/6th Grade Class Car Wash Fundraiser
10/3/20, 9:00am – 12:30pm
Blacktop

Moved by: Seconded by:

Ayes: Nays:

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

- P 1620 Administrative Employment Contracts (M) (Revised)
- P 1648 Restart and Recovery Plan (M) (Revised)
- P 1648.03 Restart and Recovery Plan – Full-Time Remote Instruction (M) (New)

AGENDA

October 21, 2020

- P 2431 Athletic Competition (M) (Revised)
- R 2341.1 Emergency Procedures for Sports and Other Athletic Activity (M) (Revised)
- P 2451 Adult High School (M) (Revised)
- P 2464 Gifted and Talented Students (M) (Revised)
- P&R 5330.05 Seizure Action Plan (M) (New)
- P 6440 Cooperative Purchasing (M) (New)
- P&R 6470.01 Electronic Funds Transfer and Claimant Certification (M) (New)
- P&R 7440 School District Security (M) (Revised)
- P 7450 Property Inventory (M) (Revised)
- P&R 7510 Use of School Facilities (M) (Revised)
- P 8420 Emergency and Crisis Situations (M) (Revised)
- P 8561 Procurement Procedures for School Nutrition Programs (M) (Revised)

Moved by:

Seconded by:

Ayes:

Nays:

5. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the *School Safety and Security Plan Annual Review – Statement of Assurance* for the 2020-2021 school year to the Essex County Office of Education.

Moved by:

Seconded by:

Ayes:

Nays:

6. 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 2020-2021 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:

- 7. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Tina Russo-Rivera, School/Superintendent Administrative Assistant, effective October 26, 2020, at the salary of \$60,000.00, which will be prorated for the 2020-21 school year, pending the usual criminal history and background check for new hires.

Moved by:

Seconded by:

Ayes:

Nays:

- 8. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following substitute(s) for the 2020-2021 school year, pending the usual criminal history and background check for new hires*:

Amy Isabel* Teacher (\$95/day)

Moved by:

Seconded by:

Ayes:

Nays:

- 9. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the transportation costs for Sussex Regional Services Commission (Student #260256) following amount:

Transportation \$270.00 * 180 days = \$48,600

NOTE: Contracts with BA

Moved by:

Seconded by:

Ayes:

Nays:

- 10. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following stipend positions for the 2020-2021 school year at the contractual rate:

Danielle Butler

Lunch/Recess \$40 per session

Moved by:

Seconded by:

Ayes:

Nays:

- 11. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the generous donation by the Davis Family of a memorial tree to be planted on the campus of Essex Fells School.

Moved by:

Seconded by:

Ayes:

Nays:

- 12. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the generous donation from Dr. Lou Barretti in the amount of \$250 to Essex Fell School.

Moved by:

Seconded by:

Ayes:

Nays:

- 13. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Preschool Tuition Rate for the 2021-2022 school year in the amount of \$3,500.

Moved by:

Seconded by:

Ayes:

Nays:

VIII. Business Administrator’s Report

- 2019-20 Audit Start
- October 15th ASSA (Application for School State Aid) Snap Shot Date
- District Report of Transported Students (DRTRS) November 16th
- M1_CMP (Comprehensive Maintenance Plan)
- 2019-20 Extraordinary Aid
- Coronavirus Relief Fund (CRV) Aid
- 2019-20 Transportation: Essex Regional Educational Services Commission

IX. Business Resolutions

RESOLVED that the Board of Education approves Business Resolutions #01–08.

- 1. **RESOLVED** that the Board of Education accepts the minutes of the following meeting(s):

| | |
|---------------------------|---------|
| Special Meeting Minutes | 8/4/20 |
| Regular Meeting Minutes | 8/19/20 |
| Workshop Meeting Minutes | 9/9/20 |
| Executive Session Minutes | 9/9/20 |

Moved by: _____ Seconded by: _____

Ayes: _____ Nays: _____

- 2. **RESOLVED** that the Board of Education approves an additional bills and claims for October in the amounts of \$153,834.58 as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for September as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$368,329.57, including \$343,380.12 for the gross payroll, \$4,788.28 for the Board’s share of FICA/Medicare and \$20,161.17 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 month of July & August;

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 September 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 approves the M1 & Comprehensive Maintenance Plan for the period FY '20 through FY '22, and authorizes the Business Administrator/Board Secretary to submit the Plan to the Essex County Executive Superintendent of Schools.

Moved by:

Seconded by:

Ayes:

Nays:

- 6. **RESOLVED** that the Board of Education approve appropriating additional fiscal year 2020 Extraordinary Aid funding to the 2020-21 school budget in the amount of \$44,673 to line account 11-120-100-101-01; and

BE IT FURTHER RESOLVED that the Essex Fells Board of Education acknowledges that it did not include an estimated Extraordinary Aid payment in the 2019-20 school budget and received an award of Extraordinary Aid in the amount of \$44,673; and

BE IT FURTHER RESOLVED that NJAC 6A:23A2.13(d)6 provides that a district Board of Education may, at any time without commissioner approval, appropriate surplus generated from state revenue such as Extraordinary Aid, that has been excluded from the excess surplus calculation in the prior year.

Moved by:

Seconded by:

Ayes:

Nays:

- 7. RESOLVED** that the Board of Education accepts and approves the tuition reimbursement for Michelle V. Gadaleta in the amount of \$730.50.

Moved by:

Seconded by:

Ayes:

Nays:

- 8. RESOLVED** the Essex Fells Board of Education, in the County of Essex approve the appropriation of Coronavirus Relief Fund (CRF) Aid released on September 23, 2020 in the amount of \$5,625 to the 2020/2021 school district budget. This additional Aid will be utilized to address health and safety measures (PPE/Supplies) necessary to support reopening for in-person instruction, to account 20-479-200-600.

Moved by:

Seconded by:

Ayes:

Nays:

X. Old Business / Board Discussion

- Communication and Virtual Learning Policies

XI. New Business / Board Discussion

- COVID Surveillance Testing

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 personal and 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:

XIII. Adjournment

BE IT RESOLVED that this public meeting of the Board of Education be adjourned. The next **Workshop Meeting** is scheduled remotely for **Wednesday, November 4, 2020 at 7:30 P.M.** and the next **Regular Meeting** is scheduled remotely for **Wednesday, November 18, 2020 at 7:30 P.M.**

Moved by:

Seconded by:

Ayes:

Nays

2020-2021

| Teacher | Section | Total | M | F |
|-----------------------------|---------|------------|------------|------------|
| Mrs. Burger/Ms. Duarte | PS/AM | 14 | 10 | 4 |
| Mrs. Burger/Ms. Duarte | PS/PM | 14 | 6 | 8 |
| Mrs. Gann | KG | 16 | 6 | 10 |
| Ms. Livio/Mrs. Takkel | KL/T | 16 | 8 | 8 |
| Mrs. Brutman | 1B | 13 | 9 | 4 |
| Mrs. Hromoko | 1H | 13 | 10 | 3 |
| Ms. Mitchell/Mrs. MacKenzie | 2M/M | 13 | 5 | 8 |
| Mrs. Quinn | 2Q | 15 | 6 | 9 |
| Ms. Franzi | 3F | 16 | 8 | 8 |
| Ms. Kowalski/Ms. Wieczorek | 3K/W | 15 | 8 | 7 |
| Mrs. Banek/Mrs. Brzostowski | 4B/B | 15 | 7 | 8 |
| Mrs. Hacker/Ms. Butler | 4H/B | 14 | 8 | 6 |
| Ms. Craveiro/Mrs. Vetere | 5C/V | 19 | 7 | 12 |
| Mrs. Truchel/Ms. Maloney | 5T/M | 20 | 9 | 11 |
| Mrs. Buonomo/Mrs. Criscione | 6B/C | 19 | 9 | 10 |
| Mrs. Christopher/Ms. Myers | 6C/M | 19 | 12 | 7 |
| TOTAL | | 251 | 129 | 123 |
| Out-of-District | | 4* | | |
| FINAL TOTALS | | 255 | | |

*Total includes 4 out-of-district students.

Fire Drills: 2020-21

| Month | Fire Drill | Emergency Drill |
|-----------|------------|-----------------------------|
| September | 9/21/20 | Walkie-Talkie Check 9/18/20 |
| October | 10/9/20 | |
| November | | |
| December | | |
| January | | |
| February | | |
| March | | |
| April | | |
| May | | |
| June | | |

HIB / V&V Report

| As of Date of BOE Meeting | 9/23/20 | 10/21/20 | | | | | | | |
|--------------------------------|---------|----------|--|--|--|--|--|--|--|
| TOTAL # of Reported Incidents | 0 | 0 | | | | | | | |
| Number of Unfounded Incidents | 0 | 0 | | | | | | | |
| Number of Founded Incidents | 0 | 0 | | | | | | | |
| Violence & Vandalism Incidents | 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.