

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

**WEDNESDAY, NOVEMBER 18, 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**

- **Travel Restrictions**

**VII. Superintendent’s Resolutions**

**RESOLVED** that the Board of Education approves Superintendent Resolutions # 01 – 7.

- 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): John Trogani  
Event: BER – Distance Learning Strengthening your Online General Music Program  
Location: Webinar  
Date: 11/2/20  
Cost: \$279.00

**AGENDA**

**November 18, 2020**

Staff Member(s): Tracie Wiezorek  
Event: Wilson Implentation Meeting 1  
Location: Online Zoom Meeting  
Date: 11/12/20  
Cost: \$0.00

Staff Member(s): Rebecca Santin  
Event: Caldwell University Annual Counseling Conference  
Location: Virtual  
Date: 11/15/20  
Cost: \$84.65

Staff Member(s): Kimberly Trafford  
Event: Making Best Use of Google Classroom to Strengthen Your Instruction  
Location: Essex Fells School  
Date: 12/3/20  
Cost: \$279.00

Staff Member(s): Rebecca Santin  
Event: School Climate & Anti-Bullying Conference  
Location: Virtual  
Date: 12/9/20  
Cost: \$79.00

Staff Member(s): Judi Reynolds  
Event: Smart but Scattered Executive Dysfunction at Home and at School  
Location: Webcast  
Date: 12/14/20  
Cost: \$219.00

Staff Member(s): Tracie Wieczorek  
Event: Motivating the Unmotivated Teaching the Hard to Reach Student  
Location: Virtual  
Date: 1/15/21  
Cost: \$279.00

Staff Member(s): Laurie Fischer  
Event: Speech Pathology.com Yearly Membership  
Location: Virtual  
Date: One Year Membership  
Cost: \$99.00

Moved by:

Seconded by:

Ayes:

Nays:

- 2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Administrative Assistant Job Descriptions.

**NOTE:** Job Descriptions Attached

Moved by:

Seconded by:

Ayes:

Nays:

- 3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the second reading and adoption 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)
- P 1648.05 Remote Learning Policy
- 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 9205 Communication between Parents and Staff Members

Moved by:

Seconded by:

Ayes:

Nays:

- 4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the 2020-2021 Field Trips List:

- Lenape Trail (Virtual)
- Mount Vernon, Washington’s Home (Virtual)
- San Diego Zoo (Virtual)
- NASA (Virtual)
- Arts Power Theater (Virtual)

Moved by:

Seconded by:

Ayes:

Nays:



**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 \$371,759.96, including \$347,189.39 for the gross payroll, \$5,562.59 for the Board’s share of FICA/Medicare and \$19,007.98 for the State’s share of FICA/Medicare.

Moved by:

Seconded by:

Ayes:

Nays:

- 2. **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 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 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:

- 3. **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:

4. **WHEREAS, N.J.A.C. 5:39-1.4(h)** requires the Board to adopt by resolution standard procedures and requirements for public comment made during a remote public meeting as well as for public comments submitted in writing ahead of a remote public meeting; and

**WHEREAS**, the Board has considered the procedures and requirements it desires to establish for public comment and has chosen to adopt the procedures and requirements set forth below.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby enacts the following procedures, standards, and requirements for public comment at Board meetings conducted with a remote meeting platform:

1. **Written comments.** The Board publishes its agenda to the extent known by approximately 4:00 p.m. on a Tuesday preceding a Wednesday Board meeting. Individuals who wish to submit written comments regarding any government or school district issue that a member of the public feels may be of concern to the residents of the school district must do so by sending an email with the written comments to [stella@efsk-6.org](mailto:stella@efsk-6.org) or by written letter addressed to the Board Secretary, 102 Hawthorne Road, Essex Fells, New Jersey 0021. Comments submitted in writing or by email must include the commenter's name and address. Written comments must be received no later than 10:00 a.m. on the day of the meeting. Written comments will be read aloud and addressed during the meeting in a manner audible to all meeting participants and the public. When reading written comments during a meeting, the person reading the comment will stop reading after three minutes, no matter how long the comment is. The Board may summarize duplicative comments as permitted by law, and duplicative comments shall be noted for the record.
2. **In-Person or Remote Comments.** Individuals in person or participating via Zoom may make public comment at the appropriate public comment period by signifying their intent to comment. Those participating via Zoom shall use the "Raise Hand" feature. Participants shall be limited to a three-minute time limit and shall identify themselves before speaking. There will be a time limit of 30 minutes for each public comment period.
3. **Standards of Conduct.** Participants wishing to make public comment shall abide by Bylaw 0167, the contents of which are incorporated by reference in this resolution. Additionally, the Board hereby adopts the following procedures:
  - a. The Board shall facilitate a dialogue with the commenter to the extent permitted by the electronic communications technology, which shall include ascertaining the individual's name, confirmation of their Essex Fells residency, topic, and areas of concern. The Board may or may not respond to inquiries made by the commenter, depending upon whether or not the issue has been raised at the appropriate level beforehand, whether or not the Superintendent has had the opportunity to address the issue, and whether or not the inquiry requires further



**XIV. Adjournment**

**BE IT RESOLVED** that this public meeting of the Board of Education be adjourned. The next **Workshop Meeting** is scheduled remotely for **Wednesday, December 2, 2020 at 7:30 P.M.** and the next **Regular Meeting** is scheduled remotely for **Wednesday, December 16, 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
<b>TOTAL</b>		<b>251</b>	<b>129</b>	<b>123</b>
Out-of-District		4*		
<b>FINAL TOTALS</b>		<b>255</b>		

\*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	Trespassing on Property 10/23/20
November	11/16/20	Emergency Call System Test 11/13/20
December		
January		
February		
March		
April		
May		
June		

**HIB / V&V Report**

As of Date of BOE Meeting	9/23/20	10/21/20	11/18/20							
TOTAL # of Reported Incidents	0	0	0							
Number of Unfounded Incidents	0	0	0							
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.