

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

**WEDNESDAY, JUNE 20, 2018
PUBLIC REAPPOINTMENT 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 3, 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

- Safety & Security
- Music Curriculum Revisions
- Interview Process Status – New Hires
- Student Council Elections
- Move Up Day / Teacher Assignments / Class Lists
- Olympics
- Graduations
- New EFS Employment Application

VII. Old Business / Board Discussion

- BOE Goals 2018-2019
- Superintendent/District Goals 2018-2019
- Superintendent and Business Administrator Merit Goals 2018-2019

VIII. New Business / Board Discussion

- Soccer Use of Facilities
- Teacher Association Contract Ratification

IX. Superintendent’s Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions # 01 – 27.

1. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Board of Education Goals for the 2018-2019 school year.

NOTE: Attached

Moved by:

Seconded by:

Ayes:

Nays:

2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the District/Superintendent Goals for the 2018-2019 school year.

NOTE: Attached

Moved by:

Seconded by:

Ayes:

Nays:

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Merit Goals for Michelle V. Gadaleta in the 2018-2019 school year.

NOTE: Attached

Moved by:

Seconded by:

Ayes:

Nays:

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the contract with Steven J. Lella for the 2018-2019 school year.

NOTE: County approval letter attached

Moved by:

Seconded by:

Ayes:

Nays:

AGENDA**June 20, 2018****6/19/18**

Name	FTE	Guide	Step	18-19 Salary	Position	EF YOS
Michelle Barshay	1.00	BA +30	10	\$69,175	BSI	11.8
Laura Brutman	1.00	MA	10	\$69,999	1 st	12.8
Marisa Burger	1.00	MA + 15	4	\$63,320	2 nd	3.8
Nicole Cervino	1.00	MA	4	\$62,129	5 th /4 th	4.8
Sara Christopher	1.00	MA + 15	4	\$63,320	6 th	6.8
Monica Craveiro	1.00	MA	5	\$63,046	5 th	7.8
Debbie Emma	1.00	BA	16	\$81,547	BSI	11.8
Laurie Fischer	.60	MA	6	\$38,377	Speech	0.8
Candice Fitzgerald	1.00	BA	4	\$56,888	2 nd	5.8
Jaclyn Franzi	1.00	BA	2	\$55,540	4 th – Inclusion	1.8
Lauren Geleailen	1.00	BA	3	\$56,040	4 th – Inclusion	0.8
Susan Hacker	1.00	MA	10	\$69,999	4 th	12.8
Kristen Kowalski	1.00	BA + 30	2	\$59,827	3 rd	0.8
Michelle Liebler	1.00	BA	2	\$55,540	5 th – Inclusion	1.8
Molly Livio	1.00	BA	4	\$56,888	K	1.8
Katie MacKenzie	1.00	MA +15	5	\$64,237	2 nd – Inclusion	7.8
Catherine McNish	1.00	BA + 30	5	\$62,092	Art/STEAM	5.8
Ashley Messer	1.00	BA + 30	5	\$62,092	Nurse	0.8
Patricia Pakonis	.40	BA	2	\$22,216	Spanish	0.8
Laura Quinn	1.00	BA	5	\$57,805	Pre K	3.8
Rosalie Takkel	1.00	BA +30	8	\$65,427	K – Inclusion	10.8
Kimberly Trafford	.60	MA + 15	4	\$37,992	Media Center	4.71
John Trogani	1.00	BA	10	\$64,887	Music	12.8
Katie Vetere	1.00	MA	6	\$63,962	3 rd – Inclusion	0.8
John Viggiano	1.00	MA	8	\$66,379	Phys Ed	10.62
Jeanine Whitman	1.00	MA +30	13	\$81,258	LDTC – CST	10.8
Dorotea Banek	1.00	MA +30	18	\$95,591	4 th /6 th	20.46
			Longevity	\$1,300		
			Total	\$96,891		
Nina Buonomo	1.00	MA +15	14	\$81,977	6 th /5 th	16.8
			Longevity	\$1,000		
			Total	\$82,977		
Jackie Castellano	1.00	MA +30	18	\$95,591	Technology	28.78
			Longevity	\$1,300		
			Total	\$96,891		

AGENDA

June 20, 2018

Catherine Codella	.6	MA	12	\$45,034	Art Therapist	14.8
			Longevity	\$500		
			Total	\$45,534		
Kristin Gann	1.00	BA	18	\$86,072	K	15.79
			Longevity	\$1,000		
			Total	\$87,072		
Deana Hromoko	1.00	MA +30	13	\$81,258	1 st – Inclusion	18.07
			Longevity	\$1,000		
			Total	\$82,258		
Lisa Massaro	1.00	MA +15	18	\$93,291	3rd	19.8
			Longevity	\$1,300		
			Total	\$94,591		
Kelly Mitchell	1.00	MA +15	11	\$73,381	1 st	13.8
			Longevity	\$1,000		
			Total	\$74,481		
Judi Reynolds	1.00	MA +30	16	\$90,123	BSI	18.8
			Longevity	\$1,300		
			Total	\$91,423		

Moved by:

Seconded by:

Ayes:

Nays:

9. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of the following paraprofessional staff members for the 2018-2019 school year, 184 days:

Susan FitzGibbon	7 hr/day	@ \$20/hr	\$25,760
Patricia Pakonis (.6)	7 hr/day	@ \$20/hr	\$15,456
TBD	7 hr/day	@ \$20/hr	\$25,760
TBD	7 hr/day	@ \$20/hr	\$25,760

Moved by:

Seconded by:

Ayes:

Nays:

Dorotea Banek	Camp - \$800
Nina Buonomo	Camp - \$800
Sara Christopher	Camp - \$800
Ashley Messer	Camp - \$800
John Trogani	Camp - \$800
John Viggiano	Camp - \$800
EFPD Officer	Camp - \$800
TBD	Camp - \$800

Nina Buonomo	Sixth Grade Sleepover - \$250
Sara Christopher	Sixth Grade Sleepover - \$250
Catherine Codella	Sixth Grade Sleepover - \$250
Katie McNish	Sixth Grade Sleepover - \$250 Alternate
Ashley Messer	Sixth Grade Sleepover - \$250
John Trogani	Sixth Grade Sleepover - \$250
John Viggiano	Sixth Grade Sleepover - \$250
TBD	Sixth Grade Sleepover - \$250

John Trogani	Lunch \$40 per session
John Viggiano	Lunch \$40 per session
Alternates: All Staff	Lunch Duty - \$40 per session

Moved by:

Seconded by:

Ayes:

Nays:

14. RESOLVED that the Board of Education accept the recommendation of the Superintendent and approve the payment for perfect attendance in the 2017-2018 school year, as stipulated in the collective bargaining agreement with the EFTA, and to support personnel in accordance with district policy, as follows, pending completion of school year:

<u>Staff Member</u>	<u>Amount</u>	<u>Days Used</u>
Santiago Galindo	\$250.00	0
Lauren Geleailen	\$150.00	.5
Kristen Kowalski	\$250.00	0
Catherine McNish (.8)	\$150.00	1
Patricia Pakonis (.4)	\$125.00	0
Adi Sulisty	\$250.00	0
Lucy Sulisty	\$250.00	0
Kimberly Trafford (.6)	\$187.50	0

Moved by:

Seconded by:

Ayes:

Nays:

15. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Rebecca Santin, Art Therapist/Counselor, MA (.4), Step 1, at a prorated salary of \$24,112 for the 2018-2019 school year, pending the usual criminal history/background check.

Moved by:

Seconded by:

Ayes:

Nays:

16. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Allison Myers, Sixth Grade Inclusion Teacher, MA, Step 1, at a salary of \$60,281 for the 2018-2019 school year, pending the usual criminal history/background check.

Moved by:

Seconded by:

Ayes:

Nays:

17. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Rory Duarte, Preschool Inclusion Teacher, BA, Step 1, at a salary of \$55,040 for the 2018-2019 school year, pending the usual criminal history/background check.

Moved by:

Seconded by:

Ayes:

Nays:

18. **RESOLVED** that the Board of Education accepts the recommendation of the Superintendent and approves the employment of the following substitute in the custodial department for the 2018 summer and 2018-2019 school year, pending the usual criminal history/background check.

Isaac Villanueva \$15.00/hr

Moved by:

Seconded by:

Ayes:

Nays:

22. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the Security Drill Statement of Assurance for the 2017-2018 school year to the County Office of Education.

Moved by:

Seconded by:

Ayes:

Nays:

23. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the Harassment, Intimidation & Bullying and Violence & Vandalism reports for the 2017-2018 school year to the County Office of Education.

Moved by:

Seconded by:

Ayes:

Nays:

24. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the *Spectator Code of Conduct* for visitors or spectators attending competitions/events at Essex Fells School.

NOTE: Attached

Moved by:

Seconded by:

Ayes:

Nays:

25. **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&R 1550 Equal Employment / Anti-Discrimination Practices
- P&R 5350 Student Suicide Prevention
- P 5533 Student Smoking
- P&R 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- P 8462 Reporting Potentially Missing or Abused Children

Moved by:

Seconded by:

Ayes:

Nays:

26. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, an estimated 91.5 (81 direct, 10.5 indirect) additional hours for BCBA services by Meg Lipper, for the months of April through June 2018.

Moved by:

Seconded by:

Ayes:

Nays:

27. RESOLVED that the Board of Education enters into an agreement for software services for the 2018-2019 school year with Frontline in the amount of \$7,344.96 used for the creation and modification of individualized education programs for students with special needs.

Moved by:

Seconded by:

Ayes:

Nays:

X. Business Administrator’s Report

- Summer Project Bid / Negotiations Update

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 Minutes	5/2/18
Executive Session Minutes	5/2/18

Moved by:

Seconded by:

Ayes:

Nays:

2. RESOLVED that the Board of Education approves bills and claims for June in the total amount of \$36,685.08 as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for May as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$315,472.04 including \$294,165.96 for the gross payroll, \$4,150.28 for the Board’s share of FICA/Medicare and \$17,155.80 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 April;

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

Moved by:

Seconded by:

Ayes:

Nays:

5. **WHEREAS** in accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board authorizes the necessary amendments to its Long Range Facilities Plan in order to reflect the following projects:

- Additional Security Cameras in Building 1 & 2
- Security Vestibule in Building 1
- ADA lift in Building 2
- Exterior Painting / Stucco Repair
- New Playground Equipment & Surface
- Swing Gates for Driveways
- Brick Pavers Between Buildings

NOW THEREFORE BE IT RESOLVED the Board of Education approves District Administration, the Architect and / or Board Attorney, to execute those actions deemed appropriate to amend the District’s Long Range Facilities Plan.

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 personnel, safety & security, negotiations, and the Superintendent’s Evaluation. 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 **Regular Meeting** of the Board of Education is scheduled for **Wednesday, August 15, 2018 at 7:30 P.M.** in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays:

AGENDA

June 20, 2018

Enrollment Count: 2017-2018

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	14	7	7
Mrs. Quinn/Ms. Burger	PS/PM	11	9	2
Mrs. Gann/Mrs. Takkel	KG/T	15	7	8
Ms. Livio	KL	16	8	8
Mrs. Brutman	1B	13	6	7
Ms. Mitchell/Mrs. Hromoko	1M/H	13	7	6
Mrs. Fitzgerald/Mrs. MacKenzie	2F/M	19	9	10
Mrs. Massaro	2M	19	8	11
Ms. Liebler	3L	18	10	8
Mrs. Vetere/Ms. Geleailen	3V/G	18	10	8
Mrs. Banek/Ms. Franzi	4B/F	15	10	5
Mrs. Hacker	4H	15	10	5
Ms. Cervino	5C	10	3	7
Ms. Craveiro/Ms. Kowalski	5C/K	11	3	8
Mrs. Buonomo/Ms. Gomez	6B/G	11	5	6
Mrs. Christopher	6C	11	6	5
TOTAL		229	118	111
Out-of-District		3*		
FINAL TOTALS		232		

*Total includes 3 out-of-district students

Fire Drills: 2017-2018

Month	Fire Drill	Emergency Drill
September	9/4/17	Lockdown 9/19/17
October	10/17/17	Shelter in Place 10/25/17
November	11/7/17	Lockdown 11/27/17
December	12/19/17	Shelter in Place 12/22/17
January	1/19/18	Lockdown 1/29/18
February	2/23/18	Evacuation to Bleachers 2/27/18
March	3/23/18	Lockdown 3/30/18
April	4/17/18	Evacuation Drill 4/24/18
May	5/24/18	Stranger Drill 5/15/18
June	6/14/18	Lockdown 6/19/18

HIB / V&V Report

As of Date of BOE Meeting	10/18/17	11/15/17	1/17/18	2/21/18	3/26/18	4/18/18	5/16/18	5/30/18	6/20/18
TOTAL # of Reported Incidents	2	0	1	0	1	0	0	0	0
Number of Unfounded Incidents	2	0	1	0	0	0	0	0	0
Number of Founded Incidents	0	0	0	0	1	0	0	0	0
Violence & Vandalism Incidents	0	0	0	0	2	0	1	1	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.