

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

**WEDNESDAY, APRIL 6, 2016
WORKSHOP MEETING – 7:30 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 on March 24, 2016. Agendas were subsequently 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 – 7:30 P.M.

II. Roll Call

- Mrs. Carol D’Alessandro, President
- Mrs. Shani Drogin, Vice-President
- Mrs. Kris Huegel
- Dr. Steven LoCascio
- Dr. Michele Nitti

III. Flag Salute

IV. Public Comment

V. Superintendent’s Report

- April 20 Board of Education Meeting
- Unused Snow Days – Revised 2015-2016 Calendar

VI. Superintendent’s Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01 – 10.

1. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Disability Leave of Absence for Kimberly McMahon from March 15, 2016 to the end of the 2015-16 school year, utilizing 27 sick days through April 28, 2016, and the remainder as unpaid leave of absence days covered under the Federal Medical Leave Act (FMLA).

Moved by:

Seconded by:

Ayes:

Nays:

- 2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Nina Sivoletta, Teacher, at a salary of \$52,512 (prorated) per annum BA, Step 1, effective March 16, 2016 through June 30, 2016.

Moved by:

Seconded by:

Ayes:

Nays:

- 3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following revision to the Lunch Duty stipend positions for the 2015-2016 school year at the \$30 per session contractual rate:

| | | |
|-------------------|-----------------|--------------------|
| <u>Grades K-2</u> | Sarah Fernandes | Tuesday & Thursday |
|-------------------|-----------------|--------------------|

Moved by:

Seconded by:

Ayes:

Nays:

- 4. **WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on April 6th, 2016, the governing body of the Essex Fells Board of Education, County of Essex , State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This **RESOLUTION** shall be known and may be cited as the Cooperative Pricing Resolution of the Essex Fells Board of Education.

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local*

Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

Moved by:

Seconded by:

Ayes:

Nays:

5. WHEREAS, the Hunterdon County Educational Services Commission (“HCESC”), as Lead Agency for the HCESC cooperative pricing system (system identifier 34HUNCCP), has awarded a contract for proprietary Apple technology products following the public solicitation of sealed bids pursuant to N.J.S.A. 18A:18A-15, N.J.S.A. 40A:11-13 and N.J.A.C. 5:34-9.1; and

WHEREAS, the Essex Fells Board of Education is a member of the HCESC cooperative pricing system and is authorized to make purchases from contracts awarded by the HCESC pursuant to N.J.A.C. 5:34-7.1 et seq.; and

WHEREAS, the apple technology products covered by the HCESC contract sought by the Essex Fells Board of Education are of such a specialized nature that only such products will meet the needs of the Essex Fells Board of Education; and

WHEREAS, the Essex Fells Board of Education has heavily invested time and funds into the acquisition and integration of Apple products in local operations that will be wasted if non-Apple products were used to supplement the existing technology; and

WHEREAS, the use of non-Apple products would require either the wholesale replacement of the technology currently used by the Essex Fells Board of Education or an unsupportable level of training, support and maintenance services that would utterly defeat the purpose of the public contracting laws;

NOW, THEREFORE, BE IT RESOLVED that the Essex Fells Board of Education hereby authorizes the purchase of proprietary Apple technology products from the HCESC contract as follows:

- **Apple laptops, software, accessories and applications**

EFFECTIVE DATE

This resolution shall take effect immediately upon approval of the Essex Fells Board of Education application with the Hunterdon County Educational Services Commission

Moved by:

Seconded by:

Ayes:

Nays:

- 6. 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): Jackie Castellano, Jeanine Whitman
Event: PARCC Training
Location: Birchwood Manor
Date: 3/9/16
Cost: \$7.44 mileage per person

Staff Member(s): Karen Sarto
Event: Payroll Professionals Meeting
Location: West Orange BOE
Date: 4/27/16
Cost: \$0

Staff Member(s): Laura Quinn
Event: 2016 Early Childhood Conference
Location: Caldwell University
Date: 6/3/16
Cost: \$80

Staff Member(s): Michelle V. Gadaleta
Event: InterRater Reliability – Stronge
Location: Piscataway, NJ
Date: 7/14/16
Cost: \$169.15 (\$149.00 conference fee, \$20.15 mileage)

Staff Member(s): Steven J. Lella
Event: ERIC North Annual Training Seminar
Location: Double Tree Hotel, Eatontown, NJ
Date: 5/6/16
Cost: \$36.43 (\$32.43 mileage, \$4.00 tolls)

Moved by:

Seconded by:

Ayes:

Nays:

- 7. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the revised School Calendar for 2015-16 reflecting two unused snow days.**

Moved by:

Seconded by:

Ayes:

Nays:

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

Essex Fells Recreation Department – Summer Camp 2016
 6/28/2016 – 8/4/2016 (excluding 7/4 & 5/2016)
 All Classrooms in Primary Building, Gymnasium, Fields
 Monday to Friday, 9:00am to 12 noon

Moved by: _____ Seconded by: _____
 Ayes: _____ Nays: _____

- 9. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Teacher Intern from Caldwell University:

Kristen Kowalski
 Cooperating Teacher – Kristin Gann
 Internship – Fall Semester 2016 (8/29-12/12) 90 hrs/semester, 6 hrs/wk
 Student Teaching – Spring Semester 2017 – Full time, 5 days/wk

Moved by: _____ Seconded by: _____
 Ayes: _____ Nays: _____

- 10. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the generous donation of chargeable computer stations and rolling desk chairs from Mr. Peter Franzi of ARBEE Associates.

Moved by: _____ Seconded by: _____
 Ayes: _____ Nays: _____

VII. Business Administrator’s Report

VIII. Business Resolutions

RESOLVED that the Board of Education approves Business Resolutions #01 – 04.

- 1. **RESOLVED** that the Board of Education accepts the minutes of the following meetings:

| | |
|--------------------------|----------------|
| Regular Meeting | 2/17/16 |
| Executive Session | 2/17/16 |
| Workshop Meeting | 3/2/16 |

| | |
|------------------|---------------------|
| Moved by: | Seconded by: |
| Ayes: | Nays: |

- 2. **RESOLVED** that the Board of Education approves the bills and claims for April in the total amount of \$84,708.46 as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for March as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$297,393.52 including \$277,033.09 for the gross payroll, \$4,660.71 for the Board’s share of FICA/Medicare and \$15,699.72 for the State’s share of FICA/Medicare.

| | |
|------------------|---------------------|
| Moved by: | Seconded by: |
| Ayes: | Nays: |

- 3. **RESOLVED** that the Board of Education approves the transfer of funds for the months of March as certified by the Business Administrator and authorized by the Superintendent of Schools.

| | |
|------------------|---------------------|
| Moved by: | Seconded by: |
| Ayes: | Nays: |

- 4. **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 February;

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:

IX. Buildings & Grounds

- Tree Removal
- Shed Roof Repair
- Water Testing

X. Curriculum & Instruction

- Parent / Teacher Conferences
- Website Redesign Feedback

XI. Finance

- Budget County Review

XII. Policy

- Discussion of Existing Policies:

| | |
|---------------------------|--|
| Policy(Bylaw) 0167 | Public Participation in Board Meetings (Revised) |
| Policy(Bylaw) 0168 | Recording Board Meetings (Revised) |
| Policy 2422 | Health and Physical Education (Revised) |
| Policy 2425 | Physical Education (Abolished) |
| Policy/Regulation 5111 | Eligibility of Resident/Nonresident Students (Revised) |
| Policy/Regulation 5310 | Health Services (Revised) |
| Policy/Regulation 5330.01 | Administration of Medical Marijuana (New) |
| Policy 7510 | Use of School Facilities |
| Policy/Regulation 8462 | Reporting Potentially Missing or Abused Children (Revised) |

- Discussion of New Policy:
Preschool Registration Procedures

XIII. Personnel (Public Items only)

- Staffing 2016-2017

XIV. Old Business / Board Discussion

- 2015-2016 Calendar Case
- GXP Onscene Solution
- **Bike Road-eo / Bike Safety Assembly**

XV. New Business / Board Discussion

- Montclair YMCA Use of Facilities
- Roseland BOE Shared Superintendent Request
- Spring Bengal Break – **Kite Day**
- CPR Training – Parent Academy Fee
- Board Member Position
- National Blue Ribbon School Application Status

XVI. Public Comment

XVII. Resolution to Enter Executive Session

BE IT RESOLVED that the Board shall enter into executive session immediately following this meeting to discuss the Superintendent’s Contract. 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:

XVIII. Adjournment

BE IT RESOLVED that this public meeting of the Board of Education be adjourned. The next meeting is a **Public Budget Hearing Meeting** and will be held on **May 4, 2016**, at 7:30 P.M., in the Media Center. Formal action will be taken. The next **Regular Meeting** will be held on **Wednesday, May 18, 2016**, at 7:30 P.M., in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays:

Enrollment Count: 2015-2016

| Teacher | Section | Total | M | F |
|------------------------------|---------|------------|-----------|------------|
| Mrs. Quinn/Ms. Burger | PS/AM | 13 | 6 | 7 |
| Mrs. Quinn/Ms. Burger | PS/PM | 13 | 7 | 6 |
| Mrs. Gann/Ms. Almeida | KG/A | 17 | 9 | 8 |
| Ms. Mitchell | KM | 18 | 7 | 11 |
| Mrs. Brutman | 1B | 16 | 9 | 7 |
| Mrs. Massaro/Mrs. Hromoko | 1M/H | 16 | 9 | 7 |
| Ms. McMahan | 2M | 14 | 9 | 5 |
| Mrs. Roberts/Ms. Brower | 2R/B | 14 | 9 | 5 |
| Ms. Cervino/Mrs. MacKenzie | 3C/M | 10 | 3 | 7 |
| Mrs. Reynolds | 3R | 10 | 4 | 6 |
| Mrs. Barshay/Ms. Franzi | 4B/F | 12 | 6 | 6 |
| Mrs. Hacker | 4H | 12 | 6 | 6 |
| Mrs. Banek | 5B | 11 | 3 | 8 |
| Ms. Craveiro/Mrs. Fitzgerald | 5C/F | 12 | 2 | 10 |
| Mrs. Buonomo/Mrs. Whitman | 6B/W | 11 | 5 | 6 |
| Ms. Dalton | 6D | 10 | 5 | 5 |
| Total | | 209 | 99 | 110 |
| Out-of-District | | 4+ | | |
| FINAL TOTALS | | 213 | 99 | 110 |

+ Total includes 4 out-of-district students

Fire Drills: 2015-2016

| Month | Fire Drill | Emergency Drill |
|-----------|------------|--------------------------|
| September | 9-15-15 | Lockdown 9-10-15 |
| October | 10-27-15 | Lockdown 10-22-15 |
| November | 11-2-15 | Lockdown 11-23-15 |
| December | 12-4-15 | Lockdown 12-18-15 |
| January | 1-26-16 | Shelter-in-Place 1-28-16 |
| February | 2-22-16 | Lockdown 2-29-16 |
| March | 3-9-16 | Lockdown 3-14-16 |
| April | | |
| May | | |
| June | | |

HIB / V&V Report

| As of Date of BOE Meeting | 9-16-15 | 10-21-15 | 11-18-15 | 12-16-15 | 1-20-16 | 2-17-16 | 3-16-16 | 4-20-16 | 5-18-16 | 6-15-16 |
|-------------------------------|---------|----------|----------|----------|---------|---------|---------|---------|---------|---------|
| TOTAL # of Reported Incidents | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | | |
| Number of Unfounded Incidents | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | | |
| Number of Founded Incidents | 0 | 0 | 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 Core Curriculum Content 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.