

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

**WEDNESDAY, SEPTEMBER 21, 2016  
PUBLIC 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 6, 2016. 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 – 7:30 P.M.**

**II. Roll Call**

Mrs. Carol D'Alessandro, President  
Mrs. Shani Drogin, Vice-President  
Mrs. Kris Huegel  
Dr. Steven LoCascio  
Mrs. Debra Tedesco

**III. Flag Salute**

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

**V. President's Report**

**VI. Superintendent's Report**

- Website
- iPads
- Wilson
- **Back-to-School Night**
- **2017-2018 Calendar Development**
- **9/11 Museum Trip**

**VII. Superintendent's Resolutions**

**RESOLVED** that the Board of Education approves Superintendent Resolutions #01 – 09.

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): Marisa Burger  
 Event: NJAEYC (NJ Assoc. for the Education of Young Children) Convention  
 Location: Harrah’s Atlantic City, NJ  
 Date: 10/14-15/16  
 Cost: \$298.74 (\$220.00 + \$39.37 per day mileage)

Staff Member(s): Jeanine Whitman  
 Event: Dyslexia Conference  
 Location: Somerset, NJ  
 Date: 10/15/16  
 Cost: \$256.59 (\$230.00 + \$26.59 mileage)

Staff Member(s): Nicole Lombard, Jeanine Whitman  
 Event: Special Education Law in NJ Training  
 Location: Sheraton Hotel, Parsippany, NJ  
 Date: 10/27/16  
 Cost: \$206.93 per person (\$199.99 + \$6.94 mileage)

Staff Member(s): Laura Quinn  
 Event: Improve Behavior & Increase Learning (PreK-2) Workshop  
 Location: Fairfield, NJ  
 Date: 12/1/16  
 Cost: \$245.00

**Staff Member(s): Steven Lella**  
**Event: ERIC North Safety Meeting**  
**Location: East Windsor, NJ**  
**Date: 9/30/16**  
**Cost: \$27.71 mileage**

Moved by:

Seconded by:

Ayes:

Nays:

- 2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following Use of Facilities requests for the 2016-2017 school year:

Girl Scout Brownie Troop 20466  
 Fridays: 10/21/16, 11/18/16\*, 12/16/16,  
 1/20/17, 2/10/17, 3/17/17, 4/21/17, 5/19/17  
 Gymnasium, (\*Media Center) 3:10-4:15pm

Moved by:

Seconded by:

Ayes:

Nays:

- 3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, Essex Fells School's *Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act , July 1, 2015 – June 30, 2016.*

**NOTE:** Self-Assessment attached

Moved by:

Seconded by:

Ayes:

Nays:

- 4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the *Constitutionally Protected Prayer Statement of Assurance for School Year 2016-2017* to the NJ Department of Education.

**NOTE:** Guidelines attached

Moved by:

Seconded by:

Ayes:

Nays:

- 5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the retired technology (iPads)

**NOTE:** List attached

Moved by:

Seconded by:

Ayes:

Nays:

- 6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of *A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials* to the Essex County Office of Education for the 2016-2017 school year.

Moved by:

Seconded by:

Ayes:

Nays:

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, participation in Joint Transportation Services for the 2016-2017 school year with Essex Regional Educational Services Commission, for coordination of transportation of special education and / or specific destinations of school students.

Moved by:

Seconded by:

Ayes:

Nays:

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the second reading and adoption of the following policies:

Multi-Year Equity Plan Policy and Regulation Guide Updates

- P 1140 Affirmative Action Program (M) (Revised)
- P 1523 Comprehensive Equity Plan (M) (Revised)
- P 1530 Equal Employment Opportunities (M) (Revised)
- R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)
- P 1550 Affirmative Action Program for Employment and Contract Practices (M) (Revised)
- P&R 2200 Curriculum Content (M) (Revised)
- P 2260 Affirmative Action Program for School and Classroom Practices (M) (Revised)
- P&R 2411 Guidance Counseling (M) (Revised)
- P&R 2423 Bilingual and ESL Education (M) (Revised)
- P 2610 Educational Program Evaluation (M) (Revised)
- P 2622 Student Assessment (M) (Revised)
- P 5750 Equal Educational Opportunity (M) (Revised)
- P 5755 Equity in Educational Programs and Services (M) (Revised)

Moved by:

Seconded by:

Ayes:

Nays:

9. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the first reading of the following policies:

Recodification to Policy and Regulation Guide Updates

- P 1220 Employment of Chief School Administrator (M) (Revised)
- P 1310 Employment of School Business Administrator/Board Secretary (Revised)
- P 3111 Creating Positions (Revised)
- P 3124 Employment Contract (Revised)
- P 3125 Employment of Teaching Staff Members (M) (Revised)
- P 3125.2 Employment of Substitute Teachers (Revised)
- P&R 3126 District Mentoring Program (Revised)
- P 3141 Resignation (Revised)
- P&R 3144 Certification of Tenure Charges (Revised)
- P 3159 Teaching Staff Member/School District Reporting Responsibilities (Revised)
- P 3231 Outside Employment as Athletic Coach (Revised)

**AGENDA**

**September 21, 2016**

- P 3240 Professional Development for Teacher and School Leaders (M) (Revised)
- R 3240 Professional Development for Teacher and School Leaders (Revised)
- P&R 3244 In-Service Training (M) (Abolished)
- P 4159 Support Staff Member/School District Reporting Responsibilities (Revised)
- P 5305 Health Services Personnel (Revised)
- R 5330 Administration of Medication (M) (Revised)
- P 5350 Student Suicide Prevention (Revised)
- R 5350 Student Suicide (Revised)
- P 9541 Student Teachers/Interns (Revised)

Moved by: Seconded by:

Ayes: Nays:

**VIII. Business Administrator’s Report**

- Fire Panel Replacement

**IX. 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 Session Minutes	5/18/16
Executive Session Minutes	5/18/16
Regular Session Minutes	6/1/16
Executive Session Minutes	6/1/16

Moved by: Seconded by:

Ayes: Nays:

**2. RESOLVED** that the Board of Education approves the bills and claims for September in the total amount of **\$94,689.16**, as certified by the Business Administrator/ Board Secretary; and

**BE IT FURTHER RESOLVED**, that the Board of Education approves the payroll for August as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$59,167.82 including \$55,002.91 for the gross payroll, \$2,777.43 for the Board’s share of FICA/Medicare and \$1,387.48 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 June;

**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 M1 & Comprehensive Maintenance Plan for the period FY ’16 through FY ’18, 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:

X. **Old Business / Board Discussion**

- 2015-2016 Calendar Case Update
- National Blue Ribbon Reward Status

**XI. New Business / Board Discussion**

- Murals in School

**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 **October 5, 2016**, at 7:30 P.M., in the Superintendent’s Office, and the next **Regular Meeting** will be held on **Wednesday, October 19, 2016**, at 7:30 P.M., in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays:

**Enrollment Count 2016-2017**

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	13	5	8
Mrs. Quinn/Ms. Burger	PS/PM	12	6	6
Mrs. Gann	KG	12	7	5
Ms. Livio/Ms. Almeida	KL/A	12	7	5
Mrs. Brutman/Mrs. Hromoko	1B/H	18	8	10
Ms. Mitchell	1M	18	8	10
Ms. Adair	2A	18	9	9
Mrs. Massaro/Mrs. Fitzgerald	2M/F	18	10	8
Mrs. Barshay	3B	15	9	6
Ms. Liebler/Mrs. MacKenzie	3L/M	15	10	5
Mrs. Banek	4B	10	4	6
Mrs. Hacker/Ms. Franzi	4H/F	11	3	8
Ms. Cervino/Ms. Brower	5C/B	13	6	7
Ms. Craveiro	5C	12	7	5
Mrs. Buonomo	6B	13	4	9
Ms. Dalton/Ms. Gomez	6D/G	13	3	10
<b>TOTAL</b>		<b>223</b>	<b>105</b>	<b>117</b>
Out-of-District		2*		
<b>FINAL TOTALS</b>		<b>225</b>		

\*Total includes 2 out-of-district students.

**Fire Drills: 2016-2017**

Month	Fire Drill	Emergency Drill
September	9-16-16	Lockdown 9-19-16
October		
November		
December		
January		
February		
March		
April		
May		
June		

**HIB / V&V Report**

As of Date of BOE Meeting	9-21-16												
TOTAL # of Reported Incidents	1												
Number of Unfounded Incidents	1												
Number of Founded Incidents	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.