

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

**WEDNESDAY, JUNE 23, 2010  
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 May 6, 2010. 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. Alison Cirenza  
Mrs. Birgit Criqui  
Mr. Peter Hutchinson  
Mr. Steven LoCascio, Vice- President  
Dr. Michele Nitti, President

**III. Flag Salute**

**IV. Public Comment on Agenda Items**

**V. Superintendent's Report**

- Staff Assignments 2010-2011
- Donations
- Thank you's

**VI. Superintendent's Resolutions**

**RESOLVED** that the Board of Education approves Superintendent Resolutions # 01 – 30.

- 1. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following field trip request for September 24, 2010:

6<sup>th</sup> Grade Team Building – NJ Rock Climbing Gym, Fairfield, NJ

Moved by:

Seconded by:

Ayes:

Nays:

- 2. **RESOLVED** that the Board of Education accepts a donation of a Vandergraph Generator for use in the Science Lab from the Feierstein Family at the estimated amount of \$400.00. The Board of Education thanks the Feierstein Family for their generosity.

Moved by:

Seconded by:

Ayes:

Nays:

- 3. **RESOLVED** that the Board of Education accepts a donation of 40 Yoga Mats for use in Physical Education Classes from the Zweig Family at the estimated amount of \$200.00. The Board of Education thanks the Zweig Family for their generosity.

Moved by:

Seconded by:

Ayes:

Nays:

- 4. **RESOLVED** that the Board of Education, as recommended by the Superintendent, extends thanks to the PTA and Essex Fells Foundation for Educational Excellence for their generous donations throughout the 2009-2010 school year.

Moved by:

Seconded by:

Ayes:

Nays:

- 5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the payment of \$550.00 to Officer Scott Jones as a chaperone for the 2010 annual sixth grade trip to Camp Mason.

Moved by:

Seconded by:

Ayes:

Nays:

- 6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Maternity/Disability Leave of Absence for Rosalie Almeida on or about November 3, 2010 through on or about March 7, 2011, including usage of 20 sick leave days.

Moved by:

Seconded by:

Ayes:

Nays:

- 7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Maternity/Disability Leave of Absence for Laura Brutman on or about September 1, 2010 through on or about November 29, 2010, including the usage of 10 sick leave days.

Moved by:

Seconded by:

Ayes:

Nays:

- 8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Monica Craveiro, Grade 5 Teacher, BA, Step 1, at a salary of \$47,476, for the 2010-2011 school year. As a current employee, Ms. Craveiro has fulfilled all criminal history and background requirements.

Moved by:

Seconded by:

Ayes:

Nays:

- 9. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Katie McLain, Grade 5 Inclusion Teacher, MA, Step 1, at a salary of \$52,634, for the 2010-2011 school year pending a criminal history and background check.

Moved by:

Seconded by:

Ayes:

Nays:

- 10. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Donna Hennessy, Long-term Maternity Leave Replacement Teacher, at a salary of \$100/day beginning on or about September 1, 2010 through November 29, 2010. As a current employee, Ms. Hennessy has fulfilled all criminal history and background requirements.

Moved by:

Seconded by:

Ayes:

Nays:

11. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Jamie Reilly, Long-term Maternity Leave Replacement Teacher, at a salary of \$100/day beginning on or about September 1, 2010 through on or about March 7, 2011, pending a criminal history and background check.

Moved by:

Seconded by:

Ayes:

Nays:

12. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Stacy DellaVolpe, Paraprofessional, at an hourly rate of \$17.00 for the 2010-2011 school year. As a current employee, Ms. DellaVolpe has fulfilled all criminal history and background requirements.

Moved by:

Seconded by:

Ayes:

Nays:

13. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Sarah Murphy, Paraprofessional, at an hourly rate of \$17.00 for the 2010-2011 school year, pending a criminal history and background check.

Moved by:

Seconded by:

Ayes:

Nays:

14. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Michael R. Davison, School Business Administrator/Board Secretary at a salary of \$74,600 to begin on or about September 1, 2010 through June 30, 2011, and authorizes the contract that has been negotiated by the district and approved by the Essex County Executive Superintendent of Schools.

Moved by:

Seconded by:

Ayes:

Nays:

15. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the agreement with Michael Donow to continue as Interim School Business Administrator/Board Secretary from July 1 to on or about September 3, 2010 at a salary of \$80.00/hour at an average of 25 hours/week.

Moved by:

Seconded by:

Ayes:

Nays:

16. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, that MJDonow Associates. L.L.C. (Michael J. Donow) be retained as a consultant to the district for business services and district operational services at the rate of \$60.00/hour, not to exceed \$10,000, for a period of one year, beginning on or about September 3, 2010.

Moved by:

Seconded by:

Ayes:

Nays:

17. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, that Michael J. Donow of MJDonow Associates, LLC serves as official state mentor for Michael R. Davison for the duration of one year while he attains the requirements needed to fulfill the NJ-DOE Standard Certificate for Business Administrator.

Moved by:

Seconded by:

Ayes:

Nays:

18. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following student teachers for the 2010-2011 school year:

<u>Student Teacher</u>	<u>Cooperating Teacher</u>	<u>School</u>
Jill Mazziotta	Kim McMahon	Bloomfield College
Tiffani Braun	Laura Short	Caldwell College

Moved by:

Seconded by:

Ayes:

Nays:

19. **RESOLVED** that the Board of Education, accepts and approves, as recommended by the Superintendent, the following staff salaries for the Extended School year program for Summer 2010:

Teachers	\$40/hour
Paraprofessionals	\$17/hour

Moved by:

Seconded by:

Ayes:

Nays:

**20. RESOLVED** that the Board of Education, as recommended by the Superintendent, extends thanks to Mary Sullivan, Gary Haberman, Nicole Russo, Maureen Cummings, Maureen D'Aloia, Judith Kerrigan, Michelle Krake, Flo Riccardi, Claire Seligman, Linda Soprano, and Maureen Vittoria for their years of service to Essex Fells School.

Moved by:

Seconded by:

Ayes:

Nays:

**21. RESOLVED** that the Board of Education, as recommended by the Superintendent, approves an agreement with Strauss Esmay Associates, LLP of Toms River, NJ to provide services for the Preparation of the Manual of By Laws and Policies and Preparation of all Administrative Regulations, in the amount of \$16,000 plus the cost of printing, binding, and shipping, payable over the course of three years.

Moved by:

Seconded by:

Ayes:

Nays:

**22. RESOLVED** that the Board of Education accepts the recommendation of the Superintendent and approves the Professional Services Agreements for Related Services for students in accordance with their IEP's for the 2010-2011 school year as follows:

OT:	Velma Conway Summer 2010 School Year 2010-2011	\$83/hr estimated 16 hrs average of 6.5 hrs/wk
PT:	ECCES (Marilyn Maher) Summer 2010	\$97/hr estimated 22.5 hrs
ABA:	Payne Associates (Frank and Heather Payne) Summer 2010 School Year 2010-2011	\$90 treatment \$55 curriculum/hr estimated 32 hrs/7 hrs average of 10 hrs/wk
	Patrice Lisante Summer 2010 School year 2010-11	\$40 treatment \$30 data/hr estimated 36 hrs/5 hrs average of 6.5 hrs/wk
	Meredith Dodds Summer 2010 School Year	\$40/hr estimated 9 hrs average of 1.5/wk

SPEECH: Creative Speech Solutions \$90/hr  
Summer 2010 estimated 46 hrs

Moved by: Seconded by:

Ayes: Nays:

**23. RESOLVED** that the Board of Education accepts the recommendation of the Superintendent and approves the employment of Aaron Stern and Andrew Hansen as student assistants in the custodial department for the 2010 summer, at the rate of \$10.00 per hour for a total of 50 hours for each assistant.

Moved by: Seconded by:

Ayes: Nays:

**24. RESOLVED** that the Board of Education approves the attached list of annual salaries for all contracted employees of the district for the 2010-11 school year.

Moved by: Seconded by:

Ayes: Nays:

**25. RESOLVED**, that the Board of Education approves the Request to Provide Services Contract with the New Jersey Commission for the Blind and Visually Impaired for the 2009-10 academic year in the amount of \$1,600, and for the 2010-2011 academic year in the amount of \$1,700.00.

Moved by: Seconded by:

Ayes: Nays:

**26. RESOLVED** that the Board of Education accepts the recommendation of the Superintendent and approves the payment of a \$2,000.00 stipend to Sonja Oftedal for serving as the coordinator of the district's Child Study Team for the 2009-10 school year.

Moved by: Seconded by:

Ayes: Nays:

**27. RESOLVED that the Board of Education accept the resignation of Lisa Torchia from her position as an Administrative Clerical Assistant effective July 22, 2010.**

**Moved by:**

**Seconded by:**

**Ayes:**

**Nays:**

**28. RESOLVED that the Board of Education accept the recommendation of the Superintendent and approve the payment for perfect attendance, as stipulated in the collective bargaining agreement with the EFTA, and to support personnel in accordance with district policy, as follows:**

<b>Jason Brohm</b>	<b>\$150.00 (1 Personal Day)</b>
<b>Gail Ellowitch</b>	<b>\$250.00</b>
<b>Santiago Galindo</b>	<b>\$250.00</b>
<b>Adi Sulisty</b>	<b>\$250.00</b>
<b>Lucy Sulisty</b>	<b>\$150.00 (1 Personal Day)</b>

**Moved by:**

**Seconded by:**

**Ayes:**

**Nays:**

**29. RESOLVED that the Board of Education accept the recommendation of the Superintendent and approve payment for curriculum writing for revisions to the Technology Enrichment curriculum to Jackie Castellano and Deana Hromoko, in the amount of \$40.00 per hour not to exceed 10 hours (\$400.00) to each individual.**

**Moved by:**

**Seconded by:**

**Ayes:**

**Nays:**

**30. RESOLVED that the Board of Education accept the recommendation of the Superintendent and approve the payment of \$550.00 to Kristen Gann as compensation for mentoring of teacher Rosalie Almeida during the 2009-2010 school year.**

**Moved by:**

**Seconded by:**

**Ayes:**

**Nays:**

**VII. Business Administrator's Report**

**VIII. Business Resolutions**



**RESOLVED** that the Board of Education approves Business Resolutions # 01 – 14.

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

April 28, 2010	Executive Session
April 28, 2010	Regular Session
May 26, 2010	Regular Session
May 26, 2010	Executive Session

Moved by: Seconded by:

Ayes: Nays:

2. **RESOLVED** that the Board of Education approves the bills and claims for June 23, 2010 in the total amount of \$75,870.15 as certified by the Interim Business Administrator/Board Secretary; and

**BE IT FURTHER RESOLVED** that the Board of Education approves the payroll for May 2010 as certified by the Interim Business Administrator and approved by the Superintendent and Board President in the total amount of \$288,209.77 including \$267,779.45 for the gross payroll, \$5,040.64 for the Board’s share of FICA/Medicare and \$15,389.68 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 month of May 2010 as certified by the Interim 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 months of March and April 2010; and

**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:

- 5. **RESOLVED**, that the Board approve the renewal of an agreement with New Wave Consultants, Inc. of Lincoln Park, New Jersey to provide mandatory environmental safety services under PEOSHA for the 2010-2011 school year, at an annual fee of \$1,250.00, services to included training, inspections and plan review/update for Right To Know, Bloodborne Pathogens, Indoor Air Quality, AHERA and Integrated Pest Management.

- 6. **RESOLVED** that the Board of Education acknowledge the renewal rates for 2010-2011 as listed below for insurance coverage for Property/Casualty, Workers Compensation, and School Board Legal Liability through the New Jersey School Boards Association Insurance Group (NJSBAIG) pool:

Property/Casualty Package	\$13,361.00
Workers Compensation	\$24,081.00
School Board Legal Liability	<u>\$ 2,881.00</u>
Total	\$40,323.00; and

**BE IT FURTHER RESOLVED**, that the Board of Education approve the district’s purchase of coverage of an student accident insurance policy for the 2010-11 school year offered through the insurance pool (NJSBAIG) at the annual premium amount of \$1,172.00.

Moved by:

Seconded by:

Ayes:

Nays:

- 7. **RESOLVED** that the Board of Education approve the renewal of the dental insurance coverage for employees through Horizon Healthcare Dental/Grinspec Trust, at the rates listed below, for the 2010-11 school year. Costs are capped, in accordance with the district’s collective bargaining agreement, at the annual maximum of \$850.00 per employee.

Single	\$ 52.78 per month
2 Adults	\$100.49 per month
Parent/Child	\$100.49 per month
Family	\$166.62 per month

Moved by:

Seconded by:

Ayes:

Nays

- 8. **RESOLVED** that the Board of Education authorizes the Interim Business Administrator to pay supplementary bill lists and payroll which shall become due on or before June 30, 2010, including all payables; and

**BE IT FURTHER RESOLVED** that the Board authorizes the Interim Business Administrator to proceed with all necessary adjustments to close the books for the 2009-10 school year, as well as any and all entries and actions for opening of the 2010-11 school year, including but not limited to the cancellation of purchase orders, transfers, compliance with the Public Contracts Law, and other such actions as may be required by statute, code and policy; and

**BE IT FURTHER RESOLVED** the Board authorizes the Interim Business Administrator to pay the bills and claims for July 2010; and

**BE IT FURTHER RESOLVED** that all of these actions shall be presented to the Board at the next meeting for final approval.

Moved by:

Seconded by:

Ayes:

Nays

- 9. **WHEREAS**, N.J.S.A.18A:21-2, N.J.S.A.18A:7G-31, and N.J.S.A.18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end; and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Essex Fells Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Emergency Reserve account at year end, and

**WHEREAS**, the Essex Fells Board of Education has determined that an amount not to exceed \$50,000 may available for such purpose of transfer;

**NOW THEREFORE BE IT RESOLVED** by the Essex Fells Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations in an amount not to exceed \$50,000.

Moved by:

Seconded by:

Ayes:

Nays:

**10. RESOLVED**, that the Board of Education approve the submission of a safety grant application to the New Jersey School Boards Association Insurance Group in the amount of \$5,000.00 for security equipment and purchase of a caller identification module for the district's phone system.

Moved by:

Seconded by:

Ayes:

Nays:

**11. RESOLVED**, that the Board of Education approves the wire transfer payment of \$241,532.50 for interest and principal due for the Essex Fells School District bonds to Cede and Company as registered owner and nominee for the Depository Trust Company. This payment shall be made July 1, 2010.

Moved by:

Seconded by:

Ayes:

Nays:

**12. RESOLVED**, that the Board of Education approves the submission of a request to the Executive County Superintendent of Schools for renewal of the required waiver of toilet facilities for Early Intervention/Pre-Kindergarten and Kindergarten classrooms 205 and 208 for the 2010-11 school year.

Moved by:

Seconded by:

Ayes:

Nays:

**13. RESOLVED**, that the Board of Education approve the closing of the audited balance in the Capital Projects account left over from a 2005 project in the amount of \$2,594.40, and return said funds to the Capital Reserve Fund.

Moved by:

Seconded by:

Ayes:

Nays:

**14. WHEREAS, P.L. 2004 C73, requires that no budgetary transfers that cumulatively exceed 10% that would require the approval of the Commissioner of Education; and**

**WHEREAS, in closing out the financial reports for the 2009-10 fiscal year, the Interim Business Administrator has determined that certain transfers that cumulatively exceed the 10% limit are necessary for the district to accurately charge accounts in accordance with the N.J. Department of Education’s Chart of Accounts; and**

**WHEREAS, the transfers reflect corrections from the special education funds originally budgeted for a Preschool Disabled program (11-215) to the district’s general Preschool program (11-105) and to the salaries for individual personal aides as required in student I.E.P.s (11-000-217); and**

**WHEREAS, transfers to and from the individual groupings in the administrative accounts (11-000-230, 11-000-240 and 11-000-251) exceed the 10% limitation, but cumulatively represent 2% among them;**

**NOW, THEREFORE, BE IT RESOLVED, that the Board of Education request that the Essex County Executive Superintendent of Schools approve the transfers as identified in the monthly transfer report for the period ending May 31, 2010 (as attached) that are in excess of the 10% limits for the reasons cited above; and**

**BE IT FURTHER RESOLVED that the Interim Business Administrator be authorized to submit this request upon its adoption.**

**Moved by:**

**Seconded by:**

**Ayes:**

**Nays:**

**IX. Board / Committee Reports**

**X. Meeting Open to Public**

**XI. Resolution to Enter Executive Session (Personnel)**

**RESOLVED, that the Board shall enter into executive session immediately following this meeting to discuss a personnel matter. The matter discussed in executive session will be disclosed to the public when the need to maintain their confidentiality no longer exists. No formal action will be taken; and**

**Moved by:**

**Seconded by:**

**Ayes:**

**Nays:**

**XII. Adjournment**

**BE IT FURTHER RESOLVED** that this public meeting of the Board of Education be adjourned. The next **Regular meeting** of the Board of Education will be **Wednesday, August 25, 2010 at 7:30 p.m.** in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays: