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

WEDNESDAY, DECEMBER 5, 2012 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 November 12, 2012. 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. <u>Call to Order – 7:30 P.M.</u>

II. Roll Call

Mrs. Alison Cirenza

Mrs. Carol D'Alessandro

Mr. Peter Hutchinson

Dr. Steven LoCascio, Vice-President

Dr. Michele Nitti, President

III. Flag Salute

IV. Public Comment

V. Buildings & Grounds

• Tree Limb Removal Over Blacktop

VI. Curriculum & Instruction

- Preschool Program for 2013-2014
- Math for the After-Math
- NJ QSAC Revision
- New D.A.R.E. Curriculum: Too Good for Drugs
- Class sizes for the 2013-2014 school year
- Character Education/Class Meeting Updates
- 2012 Score Report Status

VII. Finance

Workers Comp Claim

VIII. Policy

IX. Personnel (Public Items only)

- Teacher Evaluation System
- Staffing for the 2013-2014 school year

X. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01 - 06.

1. RESOLVED that the Board of Education accepts, approves, and ratifies as recommended by the Superintendent, the payment of the following travel related expenses in accordance with the travel policy 6471 for Professional Development:

Staff Members: Dorotea Banek, Michelle Barshay, Nina Buonomo,

Katie McLain, Stacey Perry, Judi Reynolds, Emily Ziccardi

Event: Essex County Curriculum & Instruction Roundtable

Location: Mayfair Farms, West Orange, NJ

Date: 11/28/12

Cost: \$25 per person

Staff Members: Laura Brutman, Kelly Mitchell

Event: Practical Strategies for Meeting Common Core Standards for

Writing Workshop

Location: Holiday Inn, Parsippany, NJ

Date: 12/3/12

Cost: \$215 per person

Staff Member: Deborah Raimo

Event: Media Specialist Observation Location: West Essex Middle School

Date: 12/6/12 Cost: \$0

Moved by: Seconded by:

Ayes: Nays:

2. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the revisions to the NJ QSAC Statement of Assurance for the School Year 2012-2013.

Moved by: Seconded by:

Ayes: Nays:

3.	RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, that the Maternity/Disability Leave of Absence for Jeanine Whitmabe extended to December 14, 2012.			
	NOTES: Lette	er attached		
	Ν	Moved by:		Seconded by:
	A	Ayes:		Nays:
4.	RESOLVED that the Board of Education accepts and approves the recommendation of the Superintendent authorizing the submission of the IDEA 2013 Entitlement Grar in the amounts of:			
	IDEA PI IDEA B Total		\$ 3,729 \$43,651 \$47,380	
	Ν	Moved by:		Seconded by:
	A	Ayes:		Nays:
5.		hat the Board of Educ lent, the following fie	-	and approves, as recommended by
	(Chorus Students to EFCC – 12/6/12		
	N	Moved by:		Seconded by:
	F	Ayes:		Nays:
6.	6. RESOLVED that the Board of Education accepts, as recommended by the Superintendent, the reimbursement in the amount of \$2,427 from the State of New Jersey for state-mandated Special Education testing materials.			
	N	Moved by:		Seconded by:
	A	Ayes:		Nays:

XI. Business Administrator's Report

- Audit Exit Interview and Presentation to the Board 12/19/12
- Budget
- Phone systems quote

XII. Business Resolutions

RESOLVED that the Board of Education approves Business Resolutions # 01–06.

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

Regular Meeting Minutes	10/17/12
Executive Session Minutes - 1	10/17/12
Executive Session Minutes - 2	10/17/12
Workshop Meeting Minutes	11/7/12
Regular Meeting Minutes	11/7/12

Moved by: Seconded by:

Ayes: Nays:

2. **RESOLVED** that the Board of Education approves the bills and claims for December 5, 2012 in the total amount of \$93,912.46 as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for November 2012 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$266,648.61 including \$248,701.04 for the gross payroll, \$3,442.39 for the Board's share of FICA/Medicare and \$14,505.18 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 November 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 October; 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. THIS AGREEMENT, made this 1ST day of July 2012, in the County of Essex, State of New Jersey, by and between New Jersey School Boards Association Insurance Group, hereinafter referred to as "**NJSBAIG**", and the Board of Education of the Essex Fells School District, hereinafter referred to as "**Educational Institution**":

WHEREAS, the **NJSBAIG** seeks to provide its members with protection, services and savings relating to insurance and self-insurance;

WHEREAS, two or more educational institutions have collectively formed a joint insurance fund as is authorized and described in N.J.S.A. 18A:18B-1 <u>et. seq.</u> and the regulations promulgated pursuant thereto:

WHEREAS, the **Educational Institution** has resolved to apply for and/or renew its membership with **NJSBAIG**; and

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSBAIG.

NOW, THEREFORE, it is agreed as follows:

1. The **Educational Institution** hereby establishes/renews its membership with **NJSBAIG** for a three (3) year period, beginning July 1, 2012, and ending July 1, 2015 at 12:01 a.m. eastern standard time.

2. The **Educational Institution** agrees to participate in **NJSBAIG** with respect to the types of coverage stated in the Renewal of Membership Resolution, attached hereto as Exhibit "A".

- 3. The **Educational Institution** hereby ratifies and affirms the bylaws and other organizational and operational documents of **NJSBAIG** and as from time to time amended by **NJSBAIG** and/or Department of Banking and Insurance in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith.
- 4. The **Educational Institution** agrees to be a participating member of **NJSBAIG** for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
- 5. In consideration of membership in **NJSBAIG**, the **Educational Institution** agrees that for those types of coverage in which it participates, the **Educational Institution** shall jointly and severally assume and discharge the liability of each and every member of **NJSBAIG** all of whom, as a condition of membership in **NJSBAIG**, shall execute a verbatim counterpart to this Agreement. By execution hereof the full faith and credit of the **Educational Institution** is pledged to the punctual payment of any sums which shall become due to **NJSBAIG** in accordance with the bylaws thereof, this Agreement or any applicable statute or regulation.
- 6. If **NJSBAIG**, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the **Educational Institution** agrees to reimburse **NJSBAIG** for all such reasonable expenses, fees and costs on demand.
- 7. **The Educational Institution** and **NJSBAIG** agree that **NJSBAIG** shall hold all monies paid by the **Educational Institution** to **NJSBAIG** as fiduciaries for the benefit of **NJSBAIG** claimants all in accordance with applicable statutes and/or regulations.
- 8. **NJSBAIG** shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A: 18B-1 *et. seq.* and such other statutes and regulations as may be applicable.
- 9. The Business Official designated in the Resolution to Renew Membership is hereby authorized to execute the Agreement to renew membership.

Moved by:	Seconded by:
Aves:	Navs:

6. WHEREAS, N.J.S.A. 18A:18B-1, *et. seq.*, enables school districts to cooperate with each other to make the most efficient use of their powers and resources on a basis of mutual advantage in the areas of insurance and self-insurance and related services; and

WHEREAS, the Board of Education of the Essex Fells School District desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and

WHEREAS, the Board of Education of the Essex Fells School District finds that the best and most efficient way of securing this protection and services is by cooperating with other school districts across the State of New Jersey;

WHEREAS, the Board of Education of the Essex Fells School District under its obligations as a member of the New Jersey School Boards Association Insurance Group does allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of this Group.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE ESSEX FELLS SCHOOL DISTRICT:

THAT the Board of Education of the Essex Fells School District joins with other school districts in organizing and becoming members of the New Jersey School Boards Association Insurance Group; and

THAT, by adoption and signing of this resolution, the Board of Education is hereby joining the New Jersey School Boards Association Insurance Group in accordance with the terms of the attached Indemnity and Trust Agreement, effective the date indicated below, for the following types of insurance:

Property	EDP 🔀
General Liability 🖂	Umbrella/Excess ⊠
Equip Breakdown 🖂	Crime/Bonds 🔀
Automobile Liability 🔀	Errors Omissions
Auto Physical Damage	Workers' Compensation

Adopted by the Board of Education of the Essex Fells School District, New Jersey, this 1st day of July 2012 for a 3 year term.

Moved by:	Seconded by:	
Ayes:	Nays:	

XIII. Old Business / Board Discussion

• AED Machine – Purchase, additional camera

XIV. New Business / Board Discussion

Ayes:

- Proposed School Calendar for 2013-2014
- January 2, 2013 Workshop Meeting
- Preliminary Community Survey Results
- Kindergarten/Preschool Registration February 6 & 7, 2013
- West Essex Music Program Changes

XV. Public Comment

XVI. Adjournment

	meeting of the Board of Education be adjourned at
P.M.	
Moved by:	Seconded by:

Nays: