

Following the Workshop Meeting, the Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, continued in a public session on December 7, 2011 in the Media Center of the Essex Fells School. The meeting was called to order by Board President Michele Nitti at 8:43 P.M.

**I. Public Comment**

No public comment.

**II. Superintendent's Resolutions**

1. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following field trips:

Chorus Students to Canterbury Village, West Orange, NJ	Date: 12/22/11*
Grade 5 Students to Newark Museum, Newark, NJ	Date: 1/26/12

**NOTE:** \* Date changed from 12/21/11 to 12/22/11

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

2. **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 9250 for Professional Development:

Staff Members: Jeanine Whitman, Emily Ziccardi  
Event: Using the i-Pad to Support Special Education Students Workshop  
Location: Bergen County ETTC  
Date: 12/1/11\*  
Cost: \$60 per person

Staff Member: Monica Craveiro  
Event: Landforms Workshop  
Location: Montclair State University  
Date: 2/10/12  
Cost: \$100

Staff Member: Monica Craveiro  
Event: Fractions Taken to a Higher Level Workshop  
Location: Montclair State University  
Date: 3/30/12  
Cost: \$100

**NOTE:** \*Date change, 3<sup>rd</sup> time

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the resignation of Jesse L. Cohen as Business Administrator/Board Secretary for the Essex Fells School District effective November 30, 2011.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, extending the contracts with Summit Management Solution LLC and Mark Resnick for Business Administrator/Board Secretary services through July 1, 2012, pending approval by the Essex County Superintendent of Schools.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the termination of Caitlin Candio Sekel as Paraprofessional effective January 2, 2012.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of the following paraprofessional staff member, effective January 2, 2012 through the end of the 2011-2012 school year:

Laura Quinn 6hr/day @ \$18/hr \$19,656 (prorated)

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Marie Criscuolo as mentor for the Administrative Assistant in the Business Office, at \$25.00 per hour, on an as needed basis.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, that Alexander Langbein be added to the 2011-2012 substitute teacher list.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

9. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following student teachers for their Internship from Caldwell College for the Spring Semester, January 30 – May 4, 2012, for 60 hours over the semester (approximately 5 hours per week):

<u>Name</u>	<u>Cooperating Teacher</u>
Victoria DiGirolomo	Lisa Massaro
Cheryl Joseph	Dorotea Banek

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

10. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Use of Facilities Request by the PTA for use of the Media Center on November 30, 2011 from 6:30-8:00 P.M. for the monthly PTA meeting.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

11. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Use of Facilities Request by the Girl Scouts (Daisy Troop) for use of the Media Center on the following dates:

1/11/12, 2/8/12, 3/14/12, 4/19/12, 4/25/12, 5/9/12, 6/13/12

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

III. **Business Administrator's Report**

- September/October Secretary and Treasurer Reports
- Budget Transfer Reports
- Audit Report Synopsis

IV. **Business Resolutions**

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

Special Session Minutes	11-9-11
Workshop Minutes	11-9-11
Regular Minutes	11-16-11

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nays: 0

2. **RESOLVED** that the Board of Education approves the bills and claims for December 7, 2011 in the total amount of \$90,034.39 as certified by the Interim Business Administrator/Board Secretary; and

**BE IT FURTHER RESOLVED**, that the Board of Education approves the payroll for November, 2011 as certified by the Interim Business Administrator and approved by the Superintendent and Board President in the total amount of \$251,535.79 including \$234,364.28 for the gross payroll, \$1,848.79 for the Board's share of FICA/Medicare and \$15,322.72 for the State's share of FICA/Medicare.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nays: 0

3. **RESOLVED** that the Board of Education approves the transfer of funds for the months of September and October 2011 as certified by the Interim Business Administrator and authorized by the Superintendent of Schools.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nays: 0

4. **WHEREAS**, the Board of Education has received the Reports of the Interim Board Secretary (Secretary) and the Custodian of School Monies (Treasurer) for the months of September and October 2011; and

**WHEREAS**, in compliance with N.J.A.C.6A:23-2.11(c)3, the Interim 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 Interim 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 Interim 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: Dr. LoCascio  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nayes: 0

5. **RESOLVED** that the Board of Education acknowledge receipt of and accepts the Comprehensive Annual Financial Report (CAFR) of the Essex Fells School District and the Auditors' Management Report with no recommendations, prepared by the auditing firm of Samuel Klein and Company for the fiscal year ending June 30, 2011.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nayes: 0

V. **Old Business / Board Discussion**  
No discussion.

VI. **New Business / Board Discussion**  
No discussion.

VII. **Meeting Open for Public Comment**  
No public comment.

VIII. **Adjournment**  
The public meeting of the Board of Education was adjourned at 8:50 P.M. The next **Workshop meeting** of the Board of Education will be held on **Wednesday, January 4, 2012 at 7:30 P.M.** in the Superintendent's Office and the next **Regular meeting** of the Board of Education will be held on **Wednesday, January 18, 2012 at 7:30 P.M.** in the Media Center.

Moved by: Mr. Hutchinson  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nayes: 0

**Student Enrollment: 2011-2012**

Teacher	Section	Total	M	F
Mrs. Gann/Ms. Almeida-AM	PS	5	3	2
Mrs. Emma	KE	12	5	7
Ms. McMahon/Ms. Almeida-PM	KM/A	12/14*	6/7*	6/7*
Mrs. Massaro	1LM	14	5	9
Ms. Mitchell	1KM	13	3	10
Ms. Belmont	2B	13	7	6
Mrs. Brutman/Mrs. Short	2B/S	13	7	6
Mrs. Haberman	3H	18	6	12
Mrs. Reynolds/Mrs. Hromoko	3R/H	20	8	12
Mrs. Barshay(Mrs. Quinn)/Ms. Ziccardi	4B/Z	13	7	6
Mrs. Hacker	4H	13	8	5
Mrs. Banek	5B	14	8	6
Ms. Craveiro/Ms. McLain	5C/M	14	7	7
Mrs. Buonomo	6B	15	6	9
Ms. Dalton/Mrs. Whitman	6D/W	14	6	8
<b>TOTALS</b>		<b>204</b>	<b>93</b>	<b>111</b>

\*PM only

**Fire Drills: 2011-2012**

Month	Fire Drill	Emergency Drill
September	9-12-11	Lockdown 9-16-11
October	10-18-11	Evacuation to Bleachers 10/25/11
November	11/16/11	Shelter in Place 11-28-11
December		
January		
February		
March		
April		
May		
June		

**Harassment, Intimidation & Bullying Report**

As of Date of BOE Meeting	11/16/11	12/21/11	1/18/12	2/15/12	3/21/12	4/18/12
TOTAL # of Reported Incidents	6/2					
Number of Unfounded Incidents	6/2					
Number of Founded Incidents	0					

Respectfully submitted,

Mark Resnick  
Interim Business Administrator/  
Board Secretary