

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

**WEDNESDAY, OCTOBER 16, 2013
PUBLIC MEETING – 7:30 P.M. – GYMNASIUM**

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 2, 2013. 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, Vice-President
Mrs. Carol D'Alessandro
Mr. Peter Hutchinson
Dr. Steven LoCascio, President
Dr. Michele Nitti

III. Flag Salute

IV. Public Comment on Agenda Items Only

V. President's Report

VI. Superintendent's Report

- Recognition of NJ ASK 300 Students
- NJ ASK Score Presentation
- QSAC Visit by Essex County Office of Education
- Parental Outreach Calendar
- Emergency Operations Plan
- **Speech/Language Therapist**
- **LDTC Retirement**
- **Paraprofessional vacancy**

VII. 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 payment of the following travel related expenses in accordance with the travel policy 6471 for Professional Development:

Staff Members: Catherine Codella, Linda Costello
Event: HIB Prevention Training
Location: Strauss Esmay Offices, Toms River, NJ
Date: 10/31/13
Cost: \$100 per person

Staff Members: Laura Brutman, Deana Hromoko
Event: Conquer Mathematics ó Number & Operations in Base Ten
Location: Fairfield, NJ
Date: 11/1/13
Cost: \$125 per person

Staff Member: Nicole Cervino
Event: Non-Medication Treatments for ADHD
Location: Hilton Garden Inn, Edison, NJ
Date: 11/19/13
Cost: \$189.99

Staff Members: Emily Calistri, Susan Hacker
Event: Conquer Mathematics ó Numbers & Operations/Fractions Part II
Location: Fairfield, NJ
Date: 11/25/13
Cost: \$125 per person

Staff Member: Emily Calistri
Event: Affirmative Action Officer Training
Location: Regional Risk Managers, Hasbrouck Heights, NJ
Date: 12/6/13
Cost: \$20

Staff Members: Laura Brutman, Deana Hromoko
Event: Conquer Mathematics ó Operations & Algebraic Thinking: Data
Location: Fairfield, NJ
Date: 12/6/13
Cost: \$125 per person

Staff Member: Katie McLain
Event: Conquer Mathematics ó Operations & Algebraic Thinking: Data
Location: Fairfield, NJ
Date: 12/11/13
Cost: \$125

Staff Member: Candice Belmont
Event: COMET ó Scenario Workshop
Location: Buehler Challenger & Science Center, Paramus, NJ
Date: 3/6/14
Cost: \$0

Staff Member: Steve Lella
Event: Affirmative Action Officer Training
Location: Regional Risk Managers, Hasbrouck Heights, NJ
Date: 12/6/13
Cost: \$20

Staff Member: Steve Lella
Event: QSAC Training
Location: County Office - 60 Nelson Place, Newark, NJ
Date: 9/8/13
Cost: \$0
Mileage: \$4.65

Staff Member: Steve Lella & Kathleen Natalino
Event: ASSA Training
Location: Passaic County Vo Tech, Wayne, NJ
Date: 9/25/13
Cost: \$0

Staff Member: Steve Lella
Event: NJASBO ó Fund 20 Audit & Bd. Sec & Treas Report
Location: Hilton Garden Inn, Rockaway, NJ
Date: 10/17/13
Cost: \$50
Mileage: \$9.92

Staff Member: Steve Lella
Event: NJASBO ó How to Prepare Bid Specs for Capital Projects
Location: Hilton Garden Inn, Rockaway, NJ
Date: 11/14/13
Cost: \$50
Mileage: \$9.92

Staff Member: Steve Lella
Event: NJASBO ó Ethics in Business Law & Purchasing
Location: Hilton Garden Inn, Rockaway, NJ
Date: 12/17/13
Cost: \$50
Mileage: \$9.92

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2013-2014 QSAC Team members:

Michelle V. Gadaleta
Steven J. Lella
Adi Sulisty
Judi Reynolds
Jeanine Whitman
Carol D'Alessandro
Debbie Tedesco
Tara Biggerstaff

Moved by:

Seconded by:

Ayes:

Nays:

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

EFRD Basketball Program ó Grades 3-6
Monday through Friday, 11/18/13 ó 3/14/14, 4:30-8:00pm
Gymnasium (will work around play practice & EFS events)

EFFEE ó Family Literacy Night
Wednesday, 11/13/13, 6:30-8:30pm (includes 1 hour of set-up)
Gymnasium & Media Center

Moved by:

Seconded by:

Ayes:

Nays:

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the second reading of the TEACHNJ & AchieveNJ ó Draft Evaluation Policies and Regulations.

Moved by:

Seconded by:

Ayes:

Nays:

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

- P3144.12 Certification of Tenure Charges ó Inefficiency (M) (New)
- P3144.3 Suspension Upon Certification of Tenure Charge (New)
- P3372 Teaching Staff Member Tenure Acquisition (New)
- P3373 Tenure Upon Transfer or Promotion (New)
- P3374 Tenure Upon Transfer to an Underperforming School (New)
- P4124 Employment Contract (Revised)
- P5512 Harassment, Intimidation, and Bullying (M) (Revised)
- R5512 Harassment, Intimidation, or Bullying Investigation Procedure (M) (Revised)

Moved by: Seconded by:

Ayes: Nays:

10. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the revised Out of District Transportation costs through the Sussex County Co-op (Student 230166) for the 2013-2014 school year in the following amounts:

Summer (2013) 30 days total at \$81.00/day

Total Summer Program Not to Exceed \$2,430.00

Moved by: Seconded by:

Ayes: Nays:

VIII. Business Administrator’s Report

- PSE&G Direct Install

IX. Business Resolutions

RESOLVED that the Board of Education approves Business Resolutions # 01 ó 08.

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

- Regular Minutes 8/22/13
- Workshop Minutes 9/4/13
- Regular Minutes 9/18/13

Moved by: Seconded by:

Ayes: Nays:

2. **RESOLVED** that the Board of Education approves the bills and claims for October 2013 in the total amount of \$159,658.40, as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for September 2013 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$283,730.98 including \$264,113.54 for the gross payroll, \$3,912.42 for the Board's share of FICA/Medicare and \$15,705.02 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 September 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 August; 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 of Education approve an amendment in the amount of \$450 for the 12-13 IDEA Basic Grant.

Moved by:

Seconded by:

Ayes:

Nays:

- 6. **RESOLVED** that the Board of Education approves the M1 & Comprehensive Maintenance Plan for the period FY013 through FY015, 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:

- 7. **RESOLVED** that the Board of Education approve appropriating additional fiscal year 2013 Extraordinary Aid funding to the 2013-14 school budget in the amount of \$60,766 to line account 11-120-100-101-01; and

BE IT FURTHER RESOLVED that the Essex Fells Board of Education acknowledges that it did not include an estimated Extraordinary Aid payment in the 2012-13 school budget and received an award of Extraordinary Aid in the amount of \$60,766; and

BE IT FURTHER RESOLVED that NJAC 6A:23A2.13(d)6 provides that a district Board of Education may, at any time without commissioner approval, appropriate surplus generated from state revenue such as Extraordinary Aid, that has been excluded from the excess surplus calculation in the prior year.

Moved by:

Seconded by:

Ayes:

Nays:

- 8. **WHEREAS**, PSE&G is sponsoring a direct install program for government & nonprofit facilities, and

WHEREAS, The Essex Fells School District qualifies for the energy efficiency update program.

NOW, THEREFORE, BE IT RESOLVED that the Essex Fells Board of Education approve the PSE&G Direct Install Program Project #1304755 for a cost of \$176/ month for 24 months. Total projected savings to the district over a 5 year period \$32,962.

Moved by:

Seconded by:

Ayes:

Nays:

X. **Old Business / Board Discussion**

- AED Machines

XI. **New Business / Board Discussion**

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** of the Board of Education will be held on **Wednesday, November 6, 2013** in the Superintendent's Office and the next **Regular Meeting** will be held on **Wednesday, November 20, 2013 at 7:30 P.M.** in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays:

Enrollment Count: 2013-2014

Teacher	Section	Total	M	F
Ms. Mitchell/Ms. Almeida(Ms. Burger)-AM	PS	13	7	6
Ms. Mitchell/Ms. Almeida(Ms. Burger)-PM	PS	13	6	7
Mrs. Emma	KE	13	9	4
Mrs. Gann/Mrs. Short	KG/S	12(13)	7(8*)	5
Mrs. Massaro/Ms. Cervino	1M/C	19	7	12
Mrs. Brutman/Mrs. Hromoko	2B/H	11	5	6
Ms. McMahon	2M	12	5	7
Mrs. Perry/Ms. McLain	3P/M	13	3	10
Mrs. Reynolds	3R	13	3	10
Mrs. Barshay/Mrs. Calistri	4B/C	13	7	6
Mrs. Hacker	4H	11	6	5
Mrs. Banek	5B	18	6	12
Ms. Craveiro/Ms. Belmont	5C/B	19	8	11
Mrs. Buonomo/Mrs. Whitman	6B/W	13	8	5
Ms. Dalton	6D	13	8	5
Out-of-District		2 / 1 pending		
TOTALS		208	95	111

*PM session

Fire Drills: 2013-2014

Month	Fire Drill	Emergency Drill
September	9-16-13	Lockdown 9-30-13
October		
November		
December		
January		
February		
March		
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	9/18/13	10/16/13						
TOTAL # of Reported Incidents	0							
Number of Unfounded Incidents	0							
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.