

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

**WEDNESDAY, JUNE 19, 2013  
REORGANIZATIONAL/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 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**

**V. President's Report**

**VI. Superintendent's Report**

- Successful School Year; Safe Summer
- First Day of School for Students ó Friday, September 6, 2013

**VII. Reorganization Action Items**

**RESOLVED** that the Board of Education approves Reorganization Action Items # 01 - 42.

**1. RESOLVED** that the Board of Education approves the existing curriculum for the 2013-2014 school year.

**NOTES:** See Attachment A

Moved by:

Seconded by:

Ayes:

Nays:

2. **RESOLVED** that the Board of Education approves the existing textbooks, workbooks and software for the 2013-2014 school year.

**NOTES:** See Attachment B

Moved by:

Seconded by:

Ayes:

Nays:

3. **RESOLVED**, that the Board appoints the Steven J. Lella as the purchasing agent for the Essex Fells School District for the 2013-2014 school year in accordance with N.J.S.A.18:18A-2b as revised, and assigned the authority, responsibility, accountability for purchasing on behalf of the Board, and having the power to prepare advertisements, advertise for and receive bids, and to award contracts pursuant to N.J.S.A.18A:18A-3a(Bid Threshold) at a bid threshold up to \$26,000, 18A:18A-37a-c (quotations), and 18A:18A-7 (Emergency Purchases), and prepare and issue all purchase orders in accordance with N.J.S.A.18A:18A et. seq. and applicable Board policies and regulations.

Moved by:

Seconded by:

Ayes:

Nays:

4. **RESOLVED**, that the Board appoints the firm of Fogarty & Hara as Board Attorney, as per the proposal, for the 2013-2014 school year, at an hourly rate of \$165.00 for a partner and \$145 for an associate.

**NOTES:** See Attachment C

Moved by:

Seconded by:

Ayes:

Nays:

5. **RESOLVED** that Samuel Klein and Company be appointed to perform of the 2012-2013 audit in the amount of \$10,325.00 and be the auditor of record for the 2013-2014 school year

**NOTES:** See Attachment D

Moved by:

Seconded by:

Ayes:

Nays:

6. **RESOLVED** that the Brown & Brown Insurance be appointed as the broker of record for Workers Compensation Insurance and the Property & Casualty Insurance for the 2013-2014 school year.

Moved by:

Seconded by:

Ayes:

Nays:

- 7. **RESOLVED** that Brown & Brown Benefits Advisors be appointed as the broker of record for the Health & Dental benefits programs for the 2012-2013 school year.

Moved by:

Seconded by:

Ayes:

Nays:

- 8. **RESOLVED** that pursuant to the requirements of NJPL 2011 Chapter 78, the Essex Fells Board of Education hereby resolves to implement a Section 125 Flexible Spending Account (FSA) program and update its Premium Only Plan (POP) effective September 1, 2013, as follows:

1. The Board accepts the recommendation of its group insurance broker, Brown & Brown Benefit Advisors, Inc. to designate Aflac/Wage Works as the Board's FSA administrator. This recommendation includes Aflac/Wage Works updating the district's POP at no cost.
2. The Board of Education appoints Brown & Brown Benefits Advisors, Inc. as its FSA and POP broker-of-record.
3. All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement these changes.

**BE IT FURTHER RESOLVED** that Board of Education approves the spending limits for FSAs as \$2,500 for medical and dental and as \$5,000 for dependent care for the 2012-2013 school year.

Moved by:

Seconded by:

Ayes:

Nays:

- 9. **RESOLVED** that Robert E. Donahue be appointed Architect for the 2013-2014 school year, as per the proposal.

**NOTES:** See Attachment E

Moved by:

Seconded by:

Ayes:

Nays:

- 10. **WHEREAS**, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 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 permits 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 Capital Reserve account at year-end, and

**WHEREAS**, that the Essex Fells Board of Education has determined that any excess surplus above the combination of the allowable 2% of adjusted expenditures, \$260,000 to be designated for 2014-2015 and the amount awarded by the New Jersey Department of Education for 2012-2013 Extraordinary Aid, is available for such transfer,ö

**NOW THEREFORE BE IT RESOLVED** by the Essex Fells Board of Education that it hereby authorizes the districtø School Business Administrator to make this transfer consistent with applicable laws and regulations.

Moved by:

Seconded by:

Ayes:

Nays:

- 11. RESOLVED** that the Board of Education appoint Marie Criscuolo, as the Essex Fells Board of Education Treasurer of School Monies at an annual salary of \$2,601, commencing July 1, 2013 for the 2013ö2014 school year.

Moved by:

Seconded by:

Ayes:

Nays:

- 12. RESOLVED** that the Board of Education designate the Chief School Administrator to approve line item transfers as are necessary between meetings of the Board effective July 1, 2013 to June 30, 2014. Such transfers shall be reported to the Board, ratified and recorded in the Minutes at a subsequent meeting of the Board in accordance with Policy and Code.

Moved by:

Seconded by:

Ayes:

Nays:

- 13. RESOLVED** that the Board of Education approves the 2013-2014 Petty Cash fund in the amount of \$300.00, to be administered by the Business Administrator/Board Secretary.

Moved by:

Seconded by:

Ayes:

Nays:

14. **RESOLVED** that the Board of Education approves the appointment of Mr. Adi Sulisty, Facility Supervisor, as Integrated Pest Management Coordinator, Coordinator for Right-To-Know, AHERA and other health & safety and environmental programs mandated by the State of New Jersey, at a \$2,000.00 stipend, for the 2013-2014 school year.

Moved by:

Seconded by:

Ayes:

Nays:

15. **RESOLVED** that the Board of Education approves 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 2013-2014 school year, at an annual fee of \$1,500.00, services to include training, inspections and plan review update for Right To Know, Bloodborne Pathogens, Indoor Air Quality, AHERA and Integrated Pest Management.

**NOTES:** See Attachment F

Moved by:

Seconded by:

Ayes:

Nays:

16. **RESOLVED** that the Board of Education appoints Michelle V. Gadaleta as the 504 Officer for the 2013-2014 school year.

Moved by:

Seconded by:

Ayes:

Nays:

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

- Michelle Gadaleta, Superintendent/Principal
- Catherine Codella, Specialist
- Jeanine Whitman, Coordinator
- Linda Costello
- Gail Ellowitch
- Kelly Mitchell
- Deborah Raimo
- Emily Ziccardi
- Carol D'Alessandro, Parent Representative

Moved by:

Seconded by:

Ayes:

Nays:

**18. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2013-2014 District Evaluation Advisory Committee:

- |                   |                           |
|-------------------|---------------------------|
| Michelle Gadaleta | Evaluator                 |
| Alison Cirenza    | BOE Representative        |
| Amy Schachtel     | Parent Representative     |
| Judi Reynolds     | Teacher Representative    |
| Emily Ziccardi    | Teacher Representataive   |
| Sonja Oftedal     | Special Ed Representative |

Moved by:

Seconded by:

Ayes:

Nays:

**19. RESOLVED** that the Board of Education appoints the Business Administrator/Board Secretary as the district Affirmative Action Officer, Public Compliance Officer, and Custodian of Records for the 2013-2014 school year.

Moved by:

Seconded by:

Ayes:

Nays:

**20. RESOLVED** that the Board of Education reaffirms its Policies, Bylaws and Regulations Guides for the 2013-2014 school year.

Moved by:

Seconded by:

Ayes:

Nays:

**21. RESOLVED** that the Board of Education approve the renewal of an agreement with the Asbury Park Board of Education ó Information Technology Center of Asbury Park, New Jersey, for the continuation of software services for Budgetary/Accounting System and Payroll/Personnel System and Processing, including ID numbers and Computer Ports for the 2013-2014 school year at a fee of \$7,150.00.

**NOTES:** See Attachment G

Moved by:

Seconded by:

Ayes:

Nays:

**22. RESOLVED** that the Board of Education approves TD Bank as the official Bank Depository for the Board of Education for the 2013-2014 school year and approves the following signatories: the Board of Education President, the Board Secretary and the Treasurer of School Monies and approves the Principal for the Student Activity Account only.

Moved by:

Seconded by:

Ayes:

Nays:

**23. RESOLVED** that The Progress be designated as the official newspaper of the Essex Fells Board of Education of the Township of Essex Fells, and The Star Ledger be designated as the second newspaper for the publication of official notices and notification of meetings.

Moved by:

Seconded by:

Ayes:

Nays:

**24. RESOLVED** that the Board of Education grants authority to the Superintendent of Schools to pay bills between Board of Education meetings with subsequent Board of Education approval for the 2013-2014 school year.

Moved by:

Seconded by:

Ayes:

Nays:

**25. RESOLVED** that the Board of Education approves the annual preschool tuition rate of \$2,000 per student for 2013-2014 school year for a 5-day, 3-hour program.

Moved by:

Seconded by:

Ayes:

Nays:

**26. RESOLVED** that the Board of Education approves the 2013-2014 Custodial Holidays.

**NOTES:** See Attachment H

Moved by:

Seconded by:

Ayes:

Nays:

27. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Velma Conway, Occupational Therapist, for the 2013-2014 school year, at the following hours and rates:

Estimated 382 hours total at \$85.00/hour for:

- Treatment
- Evaluations
- IEPs/Progress Reports/Teacher Consultation/IEP Meeting

**Total school year cost not to exceed:                    \$32,512.50**

Moved by:

Seconded by:

Ayes:

Nays:

28. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Wellness & Rehabilitation Services, Physical Therapist, for the 2013-2014 school year, at the following hours and rates:

Estimated 441 hours total at \$80.00/hour for:

- Treatment
- Data updates
- IEP Development/Progress Reports

Not to exceed \$35,280.00

Estimated 10 Evaluations total (initial/Rev.) at \$250.00 each

Not to exceed \$2,500.00

**Total school year cost not to exceed:                    \$37,780.00**

Moved by:

Seconded by:

Ayes:

Nays:

29. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Pane Consulting, LLC (Frank and Heather Pane), Behaviorists, for the 2013-2014 school year, at the following hours and rates:

Estimated 258 hours total at \$90.00/hour for:

- Consultation (school/home)
- Assessments
- Extra 10 hours of consultation

Not to exceed: \$23,265.00





32. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the services of ABA4unj providing a BCBA/Behavior Consultant, for the 2013-2014 school year, at the following hours and rates:

Estimated BCBA - 240 hours at \$100.00/hour for:

- School Program Development
- School Training/Oversight

Not to exceed: \$24,000.00

Estimated Behavior Consultant -80 hours at \$80.00/hour for:

- Home/Parent Training

Not to exceed: \$6,400.00

**Total school year cost not to exceed:** **\$30,400.00**

Moved by: Seconded by:

Ayes: Nays:

33. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Out-of-District Program Costs at Garden Academy (Student 230166) for the 2013-2014 school year, at the following daily/yearly rates:

Estimated 180 days at \$475.33/day for:

- September 3, 2013 through June 17, 2014

**Total school year cost not to exceed:** **\$85,559.40**

Moved by: Seconded by:

Ayes: Nays:

34. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Out-of-District Program Costs at The Community School (Student 213014) for the 2013-2014 school year, at the following daily/yearly rates:

Estimated 180 days at \$202.07/day for:

- September 4, 2013 through June 5, 2014

**Total school year cost not to exceed:** **\$36,373.00**

Moved by: Seconded by:

Ayes: Nays:





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

- 0000.01 Introduction (M) (Revised)
- 0000.02 Introduction (M) (Revised)
- P3232 Tutoring Services (New)
- R3232 Tutoring Services (Revised)
- P5117 Interdistrict Public School Choice (Revised)
- R5117 Interdistrict Public School Choice (New)
- P5120 Assignment of Pupils (M) (Revised)
- P5300 Automated External Defibrillators (AED) (M) (Revised)
- R5300 Automated External Defibrillators (AED) (M) (New)
- P5533 Pupil Smoking (M) (Revised)
- P7434 Smoking in School Buildings and on School Grounds (M) (Revised)
- P7522 School District Provided Technology Devices to Staff Members (New)
- P7523 School District Provided Technology Devices to Pupils (New)

Moved by:

Seconded by:

Ayes:

Nays:

- 2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the revision to the 2013-2014 school calendar.

**NOTES:** See Attachment

Moved by:

Seconded by:

Ayes:

Nays:

- 3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the contract for Michelle Gadaleta, Superintendent/Principal, effective July 1, 2013 through 2018.

Moved by:

Seconded by:

Ayes:

Nays:

- 4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the contract for Steven J. Lella, Business Administrator/Board Secretary, effective July 1, 2013 through June 30, 2014

Moved by:

Seconded by:

Ayes:

Nays:

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following administrative salaries for the 2013-2014 school year:

Michelle Gadaleta	Supt/Principal	\$125,000
Steven J. Lella	Business Administrator	\$ 82,500

Moved by: Seconded by:

Ayes: Nays:

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following teaching staff for the 2013-2014 school year:

<u>Name</u>	<u>FTE</u>	<u>Guide</u>	<u>Step</u>	<u>13-14 Salary</u>
Rosalie Almeida	1.00	BA +30	5	\$58,455
Michelle Barshay	1.00	BA +30	7	\$60,289
Candice Belmont	1.00	BA	1	\$50,924
Laura Brutman	1.00	MA	7	\$61,241
Nina Buonomo	1.00	MA +15	11	\$68,975
Catherine Codella	.70	MA	9	\$44,634
Monica Craveiro	1.00	BA	2	\$51,554
Sara Dalton	1.00	BA	1	\$50,924
Debbie Emma	1.00	BA	13	\$68,381
Kristin Gann	1.00	BA	15	\$74,684
Susan Hacker	1.00	MA	7	\$61,241
Deanna Hromoko	1.00	MA +30	10	\$69,161
Katie McLain	1.00	MA +15	2	\$57,986
Kimberly McMahon	1.00	BA	7	\$55,999
Catherine McNish	.40	BA + 15	2	\$21,480
Kelly Mitchell	1.00	MA +15	8	\$63,579
Sonja Oftedal	1.00	MA +15	17	\$89,399
Stacey Perry	1.00	MA	6	\$60,325
Deborah Raimo	.55	BA +30	9	\$34,546
Judi Reynolds	1.00	MA +30	13	\$76,956
Debbie Rosenson	.10	MA	17	\$8,798
Laura Short	1.00	MA	13	\$73,621
John Trogani	1.00	BA	7	\$55,999
John Viggiano	1.00	MA	5	\$59,407
Jeanine Whitman	1.00	MA +30	10	\$69,161
Sharon Zeman	.80	MA	14	\$61,189
Emily Ziccardi	1.00	MA +15	3	\$58,834

**AGENDA**

**June 19, 2013**

Dorotea Banek	1.00	MA +30	15	\$83,260
			Longevity	\$900
			Total	\$84,160
Jackie Castellano	1.00	MA +30	17	\$91,699
			Longevity	\$1,181
			Total	\$92,880
Linda Costello	1.00	MA +15	17	\$89,399
			Longevity	\$900
			Total	\$90,299
Gail Ellowitch	1.00	BA +15	17	\$84,481
			Longevity	\$1,181
			Total	\$85,662
Lisa Massaro	1.00	MA +15	15	\$81,117
			Longevity	\$900
			Total	\$82,017
TBD	Grade 1, ICS	1.00	MA	1

Moved by:

Seconded by:

Ayes:

Nays:

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of the following paraprofessional staff members for the 2013-2014 school year

MaryJo Buoye	6.7 hr/day	@ \$18/hr	\$22,069
Jessica Kristiansen	7 hr/day	@ \$18/hr	\$23,058
Laura Quinn	7 hr/day	@ \$18/hr	\$23,058
Courtney Van Duyne	7 hr/day	@ \$18/hr	\$23,058
TBD	7 hr/day	@ \$18/hr	\$23,058

Moved by:

Seconded by:

Ayes:

Nays:











**25. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following staff members for the Extended School Year (ESY) Program and/or Essex Fells Recreation Department (EFRD) Program for Summer 2013:

Candice Belmont	Resource Center Teacher for ESY (\$45/\$18/hr) 6/26/13-7/26/13 split cost teacher/para
Katie McLain	Resource Center Teacher for ESY (\$45/\$18/hr) 6/26/13-7/26/13 split cost teacher/para
Marisa Burger	Paraprofessional for ESY and EFRD (\$18/hr) 6/27/13-8/1/13
Victoria DiGirolomo	Paraprofessional for ESY and EFRD (\$18/hr) 6/27/13-8/1/13
Courtney Van Duyne	Paraprofessional for ESY and EFRD (\$18/hr) 6/27/13-8/1/13

**NOTES:** Michelle V. Gadaleta, ESY Supervisor

Moved by:	Seconded by:
Ayes:	Nays:

**26. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, that three (3) students will be participating in the Essex Fells Summer Recreation program for ESY 2013 at a total cost of \$750 (\$250 per student).

**NOTES:** Except July 4 & 5, 2013 (Independence Day observed)

Moved by:	Seconded by:
Ayes:	Nays:

**27. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Professional Services Agreements for Related Services for students in accordance with their IEPs for the Extended School Year (Summer 2013) Program as follows:

**OT: Velma Conway**

Estimated 22 hours total at \$85/hour for:

- Treatment

**Total summer cost not to exceed: \$1,870.00**

**PT: Wellness & Rehabilitation Services**

Estimated 24 hours total at \$80/hour for:

- Treatment

- Update of records
- Total summer cost not to exceed: \$1,920.00**

**BCBA: Pane Consulting, LLC (Heather Pane)**

Estimated 15 hours total at \$90.00/hour (school/home)  
 Not to exceed: \$1,350.00

Estimated 2 hours total at \$55.00/hour for:

- Curriculum development
  - Data Review
- Not to exceed: \$110.00

**Total summer cost not to exceed: \$1,460.00**

**ABA: Patrice Lisante**

Estimated 10 hours at \$40.00/hour for:

- ABA Instruction/Home

Not to exceed: \$400.00

Estimated 1.5 hours at \$30.00 for

- Update of Data
- Not to exceed: \$40.00

**Total summer cost not to exceed: \$ 445.00**

**ABA: Andrea Petrullo:**

Estimated 18 hours at \$40.00/hour for:

- ABA Instruction/Home

Not to exceed: \$720.00

Estimated 1.5 hours at \$30.00 for

- Update of Data
- Not to exceed: \$45.00

**Total summer cost not to exceed: \$ 765.00**

**Speech: Creative Speech Solutions (Kristen Carleen, Speech Therapist)**

Estimated 38 hours at \$90.00/hour for:

- Direct Instruction

**Total summer not to exceed: \$3,420.00**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

**28. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Out of District Program costs for Garden Academy for the 2013-2014 school year in the following amounts:

Summer (2013) 30 days total at \$475.33/day





- 2. **RESOLVED** that the Board of Education approves the transfer of funds for the month of May as certified by the Business Administrator and authorized by the Superintendent of Schools.

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 May; 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:

- 4. **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 200 and 208 for the 2013-2014 school year.

Moved by:

Seconded by:

Ayes:

Nays:



5. **THEREFORE BE IT RESOLVED** that this Board in accordance with N.J.S.A.18A:18A-9 authorize the School Business Administrator/Board Secretary to advertise and receive competitive bids for the following purchase of goods and/or services:

1.) Essex Fells School ó Boiler Repairs/Replacement

Moved by:

Seconded by:

Ayes:

Nays:

6. **BE IT RESOLVED THAT** the Essex Fells Board of Education accepts a donation from the Essex Fells PTA in the amount of \$3,150 to be used for the End of the Year Event at Essex Fells School.

**BE IT FURTHER RESOLVED THAT** the following budget line be increased and that the Business Administrator be authorized to administer it:  
20-001-100-600-01 Essex Fells PTA EOY Fund \$3,150

Moved by:

Seconded by:

Ayes:

Nays:

7. **BE IT RESOLVED THAT** the Essex Fells Board of Education accepts a donation from the Essex Fells Foundation in the amount of \$4,474.25 to be used for the End of the Year Event at Essex Fells School.

**BE IT FURTHER RESOLVED THAT** the following budget line be increased and that the Business Administrator be authorized to administer it:  
20-001-100-600-03 Essex Fells Foundation EOY Fund \$4,474.25

Moved by:

Seconded by:

Ayes:

Nays:

8. **WHEREAS**, the Essex Fells Board of Education (hereinafter referred to as the óBoardö) advertised for bids for the Boiler Replacement at Essex Fells School (hereinafter referred to as the óProjectö); and

**WHEREAS**, on June 14, 2013, the Board received three (3) bids for the Project, as reflected on the attached bid tabulation sheet; and

**AGENDA**

**June 19, 2013**

**WHEREAS**, the lowest responsible bid for this Project was submitted by Sunnyfield Corporation with a base bid in the amount of \$423,000, together with Alternate No. 1, Boiler Room #4 Only, in the amount of deduct (\$-272,200) and Alternate No. 3, Hot Water Heater in Boiler Room #4, in the amount of \$6,300 for a total contract sum of \$157,100; and

**WHEREAS**, the bid submitted by Sunnyfield Corporation is responsive in all material respects and the Board is desirous of awarding the contract for the Project to Sunnyfield Corporation;

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby awards the contract for the Boiler Replacement at Essex Fells School to Sunnyfield Corporation in a total contract sum of \$157,100, representing a base bid in the amount of \$423,000, together with Alternate No. 1, Boiler Room #4 Only, in the amount of deduct (\$-272,200) and Alternate No. 3, Hot Water Heater in Boiler Room #4, in the amount of \$6,300.

**BE IT FURTHER RESOLVED** that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the Project specifications, together with an AA201-Project Manning Report, an executed A-101-Standard Form of Agreement Between Owner and Contractor, A-201-General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10) days of the date hereof.

**BE IT FURTHER RESOLVED** that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

Bidder	Base Bid	Alternate #1	Alternate #2	Alternate #3
J. Valente	\$500,000.00	\$172,917.00	\$337,742.00	\$6,900.00
CJ Vanderbeck	\$490,000.00	\$175,000.00	\$335,000.00	\$5,000.00
Sunnyfield Corp.	\$430,000.00	\$150,800	\$295,500	\$6,300.00
TM Brennan	No bid	No bid	No bid	No bid

Moved by:

Seconded by:

Ayes:

Nays:

9. **WHEREAS**, the Essex Fells BOE is the owner of 10 Science Tables; and

**WHEREAS**, the Essex Fells BOE has determined that there is no educational need for the science tables; and

**WHEREAS**, the Essex FellsBOE is desirous to donate these tables; and

**WHEREAS**, the Essex Fells BOE has determined that the Bay Head BOE is in need of Science Tables;

**NOW, THEREFORE BE IT RESOLVED** Therefore be it resolved that the Essex Fells BOE approves the donation of the Science tables to the Bay Head BOE with no compensation to the Essex Fells BOE.

Moved by:

Seconded by:

Ayes:

Nays:

**XI. Old Business / Board Discussion**

- Boiler Discussion

**XII. New Business / Board Discussion**

- Use of building for Special Primary and General Election
- All School Party

**XIII. Meeting Open for Public Comment**

**XIV. Adjournment**

**BE IT 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 21, 2013 at 7:30 P.M.** in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays:

**Student Enrollment: 2012-2013**

Teacher	Section	Total	M	F
Mrs. Gann/Ms. Almeida-AM	PS	13	8	5
Mrs. Gann/Ms. Almeida-PM	PS	14	9	5
Mrs. Emma/Ms. Belmont	KE/B	19	8	11
Mrs. Massaro/Mrs. Perry	1LM	13	6	7
Ms. Mitchell	1KM	11	5	6
Mrs. Brutman	2B	13	3	10
Ms. McMahon/Mrs. Hromoko	2M/H	13	3	10
Mrs. Haberman	3H	12	7	5
Mrs. Reynolds/Ms. McLain	3R/M	13	7	6
Mrs. Barshay	4B	19	6	13
Mrs. Hacker/Mrs. Whitman	4H/W	19	8	11
Mrs. Banek/Mrs. Short	5B/S	12	7	5
Ms. Craveiro	5C	13	8	5
Mrs. Buonomo	6B	12	8	4
Ms. Dalton/Ms. Ziccardi	6D/Z	15	7	8
<b>TOTALS</b>		<b>211</b>	<b>100</b>	<b>111</b>

**Fire Drills: 2012-2013**

Month	Fire Drill	Emergency Drill
September	9/13/12	Lockdown 9/18/12
October	10/18/12	Lockdown 10/25/12
November	11/20/12	Shelter in Place 11/29/12
December	12/18/12	Lockdown 12/20/12
January	1/14/13	Lockdown 1/18/13
February	2/20/13	Shelter in Place 2/21/13
March	3/27/13	Lockdown with actors 3/21/13
April	4/10/13	Evacuation to Bleachers 4/26/13
May	5/31/13	Lockdown with actor ó suspicious person 5/30/13
June	6-18-13	Lower Building Lockdown/Upper Building Evacuation 6/18/13

**HIB / V&V Report**

As of Date of BOE Meeting	9/20/12	10/17/12	11/7/12	12/19/12	1/16/13	2/20/13	3/21/13	4/17/13	5/15/13	6/19/13
TOTAL # of Reported Incidents	0	0	0	0	0	0	0	0	0	0
Number of Unfounded Incidents	0	0	0	0	0	0	0	0	0	0
Number of Founded Incidents	0	0	0	0	0	0	0	0	0	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.