

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

**WEDNESDAY, MARCH 15, 2017  
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 March 10, 2017. 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. Carol D'Alessandro, President  
Mrs. Shani Drogin, Vice-President  
Mrs. Kris Huegel  
Dr. Steven LoCascio  
Mrs. Debra Tedesco

**III. Flag Salute**

**IV. Public Comment on Agenda Items Only**

**V. President's Report**

**VI. Superintendent's Report**

- ESSA
- Attendance, Late Arrival and Early Dismissal & Tardiness Policies (#5200, #5230, #5240)
- Job Descriptions
- 2016-17 Calendar Revision Discussion

**VII. Superintendent's Resolutions**

**RESOLVED** that the Board of Education approves Superintendent Resolutions #01 – 09.

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:



3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following Use of Facilities requests for the 2016-2017 school year:

Spring Enrichment Programs 2017

- Science, Grades K-2  
Mrs. Hacker’s Room #104, 3:25-4:25pm  
Tuesdays: 4/18, 4/25, 5/2, 5/9, 5/16, 5/23
- Silly Sports, Grades 1-3  
Gymnasium, 3:05-4:25pm  
Tuesdays: 4/18, 4/25, 5/2, 5/9, 5/16, 5/23
- Dance, Grades K-2  
Gymnasium, 3:05-4:30pm  
Wednesdays: 4/19, 4/26, 5/3, 5/10, 5/17, 5/24
- Painting, Grades 3-6  
Art Room, 3:25-4:25pm  
Wednesdays: 4/19, 4/26, 5/3, 5/10, 5/17, 5/24
- Coding, Grade 2  
Tech Room, 3:15-4:25pm  
Wednesdays: 4/19, 4/26, 5/3, 5/10, 5/17, 5/24

Moved by: \_\_\_\_\_ Secoded by: \_\_\_\_\_

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

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the revision to the School Calendar for the 2016-2017 school year.

**NOTE:** Calendar attached

Moved by: \_\_\_\_\_ Secoded by: \_\_\_\_\_

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

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the 2016-2017 Substitute List, pending the usual criminal history and background check.

Abigail Whelan                  Teacher (\$85/day)

Moved by: \_\_\_\_\_ Secoded by: \_\_\_\_\_

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

- 6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, participation in Joint Transportation Services for the 2017-2018 school year with Essex Regional Educational Services Commission, for coordination of transportation of special education and / or specific destinations of school students.

Moved by:

Seconded by:

Ayes:

Nays:

- 7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following list chaperones for the Sixth Grade Trout Lake trip from May 31 – June 2:

Dorotea Banek  
 Nina Buonomo  
 Sara Dalton  
 Gail Ellowitch  
 Noell Gomez  
 John Trogani  
 John Viggiano  
 Officer Scott Jones

Moved by:

Seconded by:

Ayes:

Nays:

- 8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following list of updated job descriptions:

- Superintendent/Principal/Director of Special Programs
- Coordinator of Special Programs/LDTC
- Computer Tech

Moved by:

Seconded by:

Ayes:

Nays:

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

P & R 2460 Special Education (Revised)  
 R 2460.1 Special Education – Location, Identification, and Referral (Revised)  
 R 2460.8 Special Education – Free and Appropriate Public Education (Revised)



**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 January;

**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 transfer of funds for the months of February as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by:

Seconded by:

Ayes:

Nays:

**5. RESOLVED** that the Essex Fells Board of Education hereby approves the submission of a grant application for the Safety Grant Program through the New Jersey Schools Insurance Group’s ERIC NORTH Subfund for the purposes described in the application, in the amount of \$2,500 for the period July 1, 2017 through June 30, 2018.

Moved by:

Seconded by:

Ayes:

Nays:

**6. BE IT RESOLVED**, to award a 60-month state contract lease effective January 1, 2017 to Atlantic, Bloomfield NJ, to upgrade 1 copier in the district – Business Office - for a monthly lease cost of \$245, and cost per print of \$0.0059.

Moved by:

Seconded by:

Ayes:

Nays:

**7. RESOLVED** that the Essex Fells Board of Education in the County of Essex, New Jersey, approves the 2017-18 preliminary school district budget for submission to the Executive County Superintendent as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund:	\$5,175,289.00	\$4,606,699.00
Special Revenue:	45,260.10	0.00
Debt Service:	<u>0.00</u>	<u>0.00</u>
<b>TOTAL:</b>	<b>\$5,220,549.10</b>	<b>\$4,606,699.00</b>

**BE IT FURTHER RESOLVED** that included in the budget is the use of automatic enrollment adjustment in the amount of \$115,000.00

**RESOLVED** that the Essex Fells Board of Education approve the total travel expenditures for the District at a maximum of \$20,000.00 for the 2017-18 school year; and

**RESOLVED** that the Business Administrator keep an accounting of all expenditures to ensure compliance with the approved amount; and

**RESOLVED** that the Essex Fells Board of Education hereby, approves the withdrawal of \$190,000.00 from the Capital Reserve to be appropriated in the 2016-17 school year budget for the following purpose:

AC Installation in multipurpose Room

**BE IT FURTHER RESOLVED** that the Board authorizes the Superintendent and Business Administrator/Board Secretary to submit the preliminary budget to the Essex County Executive Superintendent of Schools for review and approval, to advertise the preliminary budget in the district’s official newspaper, and establish a public presentation and adoption of the final budget for the 2017-2018 school year on May 3rd, 2017 at 7:30 P.M. in the Media Center of the Essex Fells School.

Moved by:

Seconded by:

Ayes:

Nays:

**X. Old Business / Board Discussion**

- Multipurpose room AC
- PTA Donation of Hydration Stations
- Medical Insurance Request #1 – Student Accident

**XI. New Business / Board Discussion**

- Sidewalk/Staircase Repair
- Medical Insurance Request #2 – Student Accident
- PTA Donation of 2016 Blue Ribbon Seal for Main Entrance
- Installation of Seal and Hydration Stations
- Dogs on School Grounds
- School Bus Evacuation Drill – March 29

**XII. Meeting Open for Public Comment**

**XIII. Resolution to Enter Executive Session**

**BE IT RESOLVED** that the Board shall enter into executive session immediately following this meeting to discuss the Superintendent’s contract. The items discussed in executive session will be disclosed to the public when the need to maintain their confidentiality no longer exists.

Moved by:

Seconded by:

Ayes:

Nays:

**XIV. Adjournment**

**BE IT RESOLVED** that this public meeting of the Board of Education be adjourned. The **Workshop Meeting** on **April 5, 2017**, has been cancelled. The next **Regular Meeting** will be held on **April 19, 2017**, at 7:30 P.M., in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays:



Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	13	5	8
Mrs. Quinn/Ms. Burger	PS/PM	12	6	6
Mrs. Gann	KG	12	7	5
Ms. Livio/Ms. Almeida	KL/A	13	7	6
Mrs. Brutman/Mrs. Hromoko	1B/H	18	8	10
Ms. Mitchell	1M	18	8	10
Ms. Adair	2A	17	10	7
Mrs. Massaro/Mrs. Fitzgerald	2M/F	19	10	9
Mrs. Barshay	3B	14	9	5
Ms. Liebler/Mrs. MacKenzie	3L/M	16	10	6
Mrs. Banek	4B	10	4	6
Mrs. Hacker/Ms. Franzi	4H/F	11	3	8
Ms. Cervino/Ms. Brower	5C/B	12	5	7
Ms. Craveiro	5C	11	6	5
Mrs. Buonomo	6B	12	3	9
Ms. Dalton/Ms. Gomez	6D/G	14	4	10
<b>TOTAL</b>		<b>222</b>	<b>105</b>	<b>117</b>
Out-of-District		2*		
<b>FINAL TOTALS</b>		<b>224</b>		

\*Total includes 2 out-of-district students.

**Fire Drills: 2016-2017**

Month	Fire Drill	Emergency Drill
September	9-16-16	Lockdown 9-19-16
October	10-17-16	Lockdown 10-27-16
November	11-16-16	Lockdown 11-29-16
December	12-20-16	Lockdown 12-15-16
January	1-13-17	Lockdown 1-27-17
February	2-15-17	Lockdown 2-28-17
March	3-9-17	
April		
May		
June		

**HIB / V&V Report**

As of Date of BOE Meeting	9-21-16	10-19-16	11-16-16	12-14-16	1-18-17	2-15-17	3-15-17			
TOTAL # of Reported Incidents	1	0	0	1	0	0	0			
Number of Unfounded Incidents	1	0	0	0	0	0	0			
Number of Founded Incidents	0	0	0	1	0	0	0			
Violence & Vandalism Incidents	0	1	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.