

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

**WEDNESDAY, OCTOBER 19, 2016
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 6, 2016. 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

- Shared Principal – Commissioner Approved
- 2016 National Blue Ribbon School Award – Travel
- Professional Development
- 2015-2016 Calendar Case Update
- Preschool Registration Description

VII. Superintendent's Resolutions

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

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 Member(s): Katelyn Brower, Monica Craveiro, Sara Dalton,
Jaclyn Franzi, Susan Hacker

Event: Train the Trainer Conference

Location: Holiday Inn, East Windsor, NJ

Date: 11/4/16

Cost: \$199.00 + \$33.11 mileage (per person) = \$232.11

Staff Member(s): Nicole Cervino

Event: National Blue Ribbon Award Ceremony

Location: Washington, DC

Date: 11/7 & 8/16

Cost: \$145.10 mileage + \$159.00 lodging + \$102.00 meals = \$316.10

Staff Member(s): Michelle Gadaleta

Event: National Blue Ribbon Award Ceremony

Location: Washington, DC

Date: 11/7/16 (pm), 11/8/1/16, 11/9/16 (am)

Cost: \$145.10 mileage + \$318.00 lodging + \$155.50 meals = \$618.60

Staff Member(s): Deana Hromoko

Event: Guided Reading Workshop

Location: Wilshire Grand Hotel, West Orange, NJ

Date: 1/26/17

Cost: \$245.00

Moved by:

Seconded by:

Ayes:

Nays:

- 2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the updated preschool registration information for the 2017-2018 School Year.

NOTE: Information attached

Moved by:

Seconded by:

Ayes:

Nays:

- 3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the sending district schools be added to the list of possible field trips for the 2016-2017 School Year.

Moved by:

Seconded by:

Ayes:

Nays:

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

Additional Policy and Regulation Guide Updates

P 5339	Screening for Dyslexia (M) (Revised)
P 5514	Student Use of Vehicles on School Grounds (Revised)
P 7481	Unmanned Aircraft Systems (UAS also known as Drones) (New)
P&R 8441	Care of Injured and Ill Persons (M) (Revised)
P 8454	Management of Pediculosis (New)
P 8630	Bus Driver/Bus Aide Responsibility (M) (Revised)
R8630	Emergency School Bus Procedures (M) (Revised)

Moved by:

Seconded by:

Ayes:

Nays:

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

Recodification to Policy and Regulation Guide Updates

P 1220	Employment of Chief School Administrator (M) (Revised)
P 1310	Employment of School Business Administrator/Board Secretary (Revised)
P 3111	Creating Positions (Revised)
P 3124	Employment Contract (Revised)
P 3125	Employment of Teaching Staff Members (M) (Revised)
P 3125.2	Employment of Substitute Teachers (Revised)
P&R 3126	District Mentoring Program (Revised)
P 3141	Resignation (Revised)
P&R 3144	Certification of Tenure Charges (Revised)
P 3159	Teaching Staff Member/School District Reporting Responsibilities (Revised)
P 3231	Outside Employment as Athletic Coach (Revised)
P 3240	Professional Development for Teacher and School Leaders (M) (Revised)
R 3240	Professional Development for Teacher and School Leaders (Revised)
P&R 3244	In-Service Training (M) (Abolished)
P 4159	Support Staff Member/School District Reporting Responsibilities (Revised)
P 5305	Health Services Personnel (Revised)
R 5330	Administration of Medication (M) (Revised)
P 5350	<i>Student Suicide Prevention (Revised)</i>
R 5350	Student Suicide (Revised)
P 9541	Student Teachers/Interns (Revised)

Moved by:

Seconded by:

Ayes:

Nays:

- 6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Field Placement for the following student from Caldwell University:

Joie Bauman – Fieldwork observer
 Cooperating Teacher – TBD
 Fall Semester – 2016, 3 hours total

Moved by: Seconded by:
 Ayes: Nays:

VIII. Business Administrator’s Report

IX. Business Resolutions

RESOLVED that the Board of Education approves Business Resolutions #01 – 04.

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

Special Meeting Minutes	7/25/16
Special Meeting Minutes	8/30/16

Moved by: Seconded by:
 Ayes: Nays:

- 2. **RESOLVED** that the Board of Education approves the bills and claims for October in the total amount of **\$124,722.17**, as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for September as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$299,368.69 including \$278,872.12 for the gross payroll, \$4,535.47 for the Board’s share of FICA/Medicare and \$15,961.10 for the State’s share of FICA/Medicare.

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 August;

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 month of September as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by:

Seconded by:

Ayes:

Nays:

X. Old Business / Board Discussion

- EFRD Bathroom Facilities Status
- 2017-2018 Calendar Development
- Field Maintenance Quotes

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** will be held on **November 2, 2016**, at 7:30 P.M., in the Superintendent’s Office, and the next **Regular Meeting** will be held on **Wednesday, November 16, 2016**, at 7:30 P.M., in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays:

Enrollment Count 2016-2017

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	17	8	9
Ms. Mitchell	1M	18	8	10
Ms. Adair	2A	18	9	9
Mrs. Massaro/Mrs. Fitzgerald	2M/F	18	10	8
Mrs. Barshay	3B	15	9	6
Ms. Liebler/Mrs. MacKenzie	3L/M	15	10	5
Mrs. Banek	4B	10	4	6
Mrs. Hacker/Ms. Franzi	4H/F	11	3	8
Ms. Cervino/Ms. Brower	5C/B	13	6	7
Ms. Craveiro	5C	12	7	5
Mrs. Buonomo	6B	13	4	9
Ms. Dalton/Ms. Gomez	6D/G	13	3	10
TOTAL		223	105	117
Out-of-District		2*		
FINAL TOTALS		225		

*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	
November		
December		
January		
February		
March		
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	9-21-16	10-19-16								
TOTAL # of Reported Incidents	1	0								
Number of Unfounded Incidents	1	0								
Number of Founded Incidents	0	0								
Violence & Vandalism Incidents	0	1								

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.