

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a regular session on January 18, 2017, in the Media Center of the Essex Fells School. The meeting was called to order by the Board President, Mrs. Carol D'Alessandro at 7:32 PM. Mrs. D'Alessandro read the following Statement of Compliance with the Open Public Meetings Act: "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 on January 5, 2017. Agendas were mailed to the Clerk of the Borough of Essex Fells, the Progress, the Star Ledger, and posted on the district website."

**I. Call to Order – 7:32 P.M.**

- The meeting was called to order by the Board President.

**II. Roll Call**

Mrs. Carol D'Alessandro, President – present  
Mrs. Shani Drogin – Vice-President, present  
Mrs. Kris Heugel – present  
Dr. Steven LoCascio – present  
Mrs. Debra Tedesco – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; Mr. Steven J. Lella, Business Administrator/Board Secretary; 1 member of the public; 1 EFS staff member; 1 member of the press.

**III. Flag Salute**

- The Board President led the salute to the flag.

**IV. Public Comment on Agenda Items**

- No comment.

**V. President's Report**

- None

**VI. Superintendent's Report**

- Mrs. Gadaleta informed the Board that February 1<sup>st</sup> and 2<sup>nd</sup> would be Preschool and Kindergarten Registration. Mrs. Gadaleta will provide a tour at 9 am each day.
- Mrs. Gadaleta informed the Board that the school pets had arrived and explained to the Board the details of the program.
- Regarding Superintendent Resolution #2, Mrs. D'Alessandro had asked if there was any update on the Porta Potty. The PTA would be following up with Ms. Lombardy. Mrs. D'Alessandro also asked about the status of the field's maintenance. This will be addressed again in the spring.
- Mrs. D'Alessandro asked about the school calendar and why the district is open on Martin Luther King Day. Mrs. Gadaleta noted that we share professional development in the afternoon with the consortium districts at a shared cost. Mrs. Gadaleta also noted that all history lessons for that day deal with honoring Dr. King. Mrs. Huegel noted that she had received a few comments about being open on January 2<sup>nd</sup> and MLK Day. Dr. LoCascio noted that we align our calendar to West Essex. The Board also noted that the district's calendar is discussed openly at Board Meetings and workshops. The Board discussed PD days and being open on MLK Day. The Board decided to table Superintendent Resolution #3 regarding the 2017-18 calendar.
- Policies will be discussed at the upcoming workshop.

**VII. Superintendent's Resolutions**

**RESOLVED** that the Board of Education approves Superintendent Resolutions #01 – 05.

**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): Jeanine Whitman  
 Event: Woodcock Johnson Training  
 Location: Morris Union Jointure Commission, New Providence, NJ  
 Date: 1/27/17  
 Cost: \$28.94 total: fees - \$125.00; mileage - \$3.94

Staff Member(s): Catherine Codella, Judi Reynolds  
 Event: Gender Inclusivity Training  
 Location: Glen Rock Middle School, Glen Rock, NJ  
 Date: 2/1/17  
 Cost: \$150.00 per person

Staff Member(s): Jeanine Whitman  
 Event: Dyslexia Workshop  
 Location: South Plainfield, NJ  
 Date: 2/27/17  
 Cost: \$248.82 total: fees - \$219.99; mileage - \$28.83

Staff Member(s): Katelyn Brower, Monica Craveiro  
 Event: Grade 5 Conquer Mathematics Workshop  
 Location: Fairfield, NJ  
 Date: 12/8/16  
 Cost: \$50 each for course materials; \$100 total (originally approved 10/5/16)

**Staff Member(s): John Viggiano**  
**Event: 2017 NJAHPERD Annual Convention**  
**Location: Long Branch, NJ**  
**Date: 2/27/17**  
**Cost: \$60**

Moved by:	Dr. LoCascio	Seconded by:	Mrs. Drogin
Ayes:	5	Nays:	0

**2. 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:

Essex Fells Recreation Department  
 Fields; Monday-Saturday, 3/25/17-6/24/17  
 Weekdays: 3:10pm–Dusk; Saturdays: 9:00am–5:00pm

Moved by:	Dr. LoCascio	Seconded by:	Mrs. Drogin
Ayes:	5	Nays:	0

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the School Calendar for the 2017-2018 school year.

“TABLED”

**NOTE:** Calendar attached

Moved by:	Dr. LoCascio	Seconded by:	Mrs. Drogin
Ayes:	5	Nays:	0

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the list of approved Field Trips for the 2016-2017 school year:

South Orange Performing Arts Center (SOPAC)

Moved by:	Dr. LoCascio	Seconded by:	Mrs. Drogin
Ayes:	5	Nays:	0

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

- |            |   |
|------------|---|
| P & R 1510 | Americans with Disabilities Act (Revised)                         |
| P 2415.30  | Title I – Educational Stability for Children in Foster Care (New) |
| P & R 2418 | Section 504 of the Rehabilitation Act of 1973 – Students (New)    |
| P & R 5116 | Education of Homeless Children (Revised)                          |
| P 5330.04  | Administering an Opioid Antidote (New)                            |
| P & R 8330 | Student Records (Revised)   |

Moved by:	Dr. LoCascio	Seconded by:	Mrs. Drogin
Ayes:	5	Nays:	0

**VIII. Business Administrator’s Report**

- Mr. Lella provided information to the Board regarding the preparation of the 2017-18 Budget. Mr. Lella noted upcoming dates for State Aid and pre-school registration and briefly discussed some increased expenses for the upcoming year.
- Mr. Lella provided the Board with a brief update as to the timeline for the Gymnasium AC project.
- Mrs. Gadaleta explained to the Board the County Budget Efficiency review meeting her and Mr. Lella attended earlier in the day with the consortium.

**IX. Business Resolutions**

**RESOLVED** that the Board of Education approves Business Resolutions #01 – 05.

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

Regular Meeting Minutes	12/14/16
Executive Session Minutes	12/14/16

Moved by:	Dr. LoCascio	Seconded by:	Mrs. Drogin
Ayes:	5	Nays:	0

2. **RESOLVED** that the Board of Education approves the bills and claims for January in the total amount of \$131,379.79 as certified by the Business Administrator/ Board Secretary; and

**BE IT FURTHER RESOLVED**, that the Board of Education approves the payroll for December as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$332,503.46 including \$310,427.24 for the gross payroll, \$6,370.78 for the Board's share of FICA/Medicare and \$15,705.44 for the State's share of FICA/Medicare.

Moved by:	Dr. LoCascio	Seconded by:	Dr. Drogin
Ayes:	5	Nays:	0

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 November;

**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:	Dr. LoCascio	Seconded by:	Mrs. Drogin
Ayes:	5	Nays:	0

4. **RESOLVED** that the Board of Education approves the transfer of funds for the months of December & January as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by:	Dr. LoCascio	Seconded by:	Mrs. Drogin
Ayes:	5	Nays:	0

5. **BE IT RESOLVED** that the Essex Fells Board of Education approve the submission of all applicable documents to the Department of Education Facilities for project #1400-050-17-1000, AC Installation in multi-purpose room.

**BE IT FURTHER 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 – Installation of A/C in existing multi-purpose room

Moved by: Dr. LoCascio                      Seconded by: Mrs. Drogin  
 Ayes: 5    Nays: 0

**X. Old Business / Board Discussion**

- None

**XI. New Business / Board Discussion**

- Mr. Lella reported to the Board that for the first time in a few years, the EFTA Tuition Reimbursement requests would exceed the allotted amount per the CBA. Mr. Lella noted that per past practice, the amounts would be prorated to the teaching staff. Mr. Lella will notify the EFTA.
- Mrs. Gadaleta discussed the new program, Dual Lingo, being utilized in 5<sup>th</sup> grade vs. Rosetta Stone. Mrs. Gadaleta informed the Board the county office had stated the district’s responsibility to have an actual language teacher instead of utilizing Rosetta Stone. Mrs. Gadaleta noted that in the past having a teacher had not been a successful program, as the students did not necessarily take the program seriously. Mrs. Gadaleta noted that she would address the issue with the consortium districts and perhaps a shared service. The Board discussed and noted that the district will try to make every effort to find a teacher and comply with state requirements.
- Mrs. Gadaleta informed the Board that she had received a question regarding the non-refundable pre-school deposit and how the EFS date is later than other pre-school programs. It was also asked if the EFS date could be moved up earlier in January in the future. The Board agreed to keeping the date as is as well as the non-refundable policy.

**XII. Meeting Open for Public Comment**

- A member of the public stated that he was pleased with the pre-school registration and how he was able to obtain the AM session.
- Mrs. FitzGibbon introduced herself to the Board.

**XIII. Resolution to Enter Executive Session**

**RESOLVED** that the Board shall enter into executive session immediately following this meeting to discuss personnel matters and the Business Administrators 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: Dr. LoCascio                      Seconded by: Mrs. Drogin  
 Ayes: 5    Nays: 0

**XIV. Adjournment**

At 10:58 P.M. the Board of Education came out of Executive Session and made a motion to adjourn. The next **Workshop Meeting** will be held on **Wednesday, February 1, 2017** at 7:30 P.M. in the Superintendent’s office.

Moved by: Dr. LoCascio                      Seconded by: Mrs. Huegel  
 Ayes: 5    Nays: 0

**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	19	10	9
Mrs. Massaro/Mrs. Fitzgerald	2M/F	18	10	8
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	13	6	7
Ms. Craveiro	5C	12	7	5
Mrs. Buonomo	6B	13	3	9
Ms. Dalton/Ms. Gomez	6D/G	13	4	10
<b>TOTAL</b>		<b>224</b>	<b>107</b>	<b>117</b>
Out-of-District		2*		
<b>FINAL TOTALS</b>		<b>225</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	
February		
March		
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				
TOTAL # of Reported Incidents	1	0	0	1	0				
Number of Unfounded Incidents	1	0	0	0	0				
Number of Founded Incidents	0	0	0	1	0				
Violence & Vandalism Incidents	0	1	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.

Respectfully submitted,

Mr. Steven J. Lella  
Business Administrator/  
Board Secretary