The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a Regular Meeting Session on January 16, 2019, in the Media Center at Essex Fells School. The meeting was called to order by the Board President, Mrs. Kris Huegel, at 7:31 P.M. Mrs. Huegel 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 2, 2019. Agendas were mailed to the Clerk of the Borough of Essex Fells, the Progress, the Star Ledger, and posted on the district web-site."

I. Call to Order

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

II. Roll Call

Mrs. Kris Huegel, President-Present

Dr. Steven LoCascio, Vice-President-Present

Mrs. Bethany Buccino-Present

Mrs. Shani Drogin -Present

Mrs. Debra Tedesco-Arrived at 7:33PM

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; and Mr. Steven J. Lella, Business Administrator/Board Secretary, 3 staff members and 1 member of the Progress.

II. Flag Salute

• The Board President led the salute to the flag.

IV. Public Comment on Agenda Items Only

None

V. President's Report

• None

VI. Superintendent's Report

- Mrs. Gadaleta informed the Board that we are just a few days away from the launch of the district's new information App. Mrs. Gadaleta showed the Board the App.
- Mrs. Gadaleta informed the Board that the interview process for an OT Therapy replacement has begun.
- Mrs. Gadaleta reported to the Board that an additional Paraprofessional would be needed. Mrs. Gadaleta noted that Mrs. FitzGibbon would be returning and will split time between 2 students.

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): Steve Lella Event: NJSIG Subfund Meeting Location: Teaneck Marriott

Date: 1/25/19 Cost: \$0 Staff Member(s): Sara Christopher Event: Curriculum Roundtable

Location: Salugo's Restaurant, Verona, NJ

Date: 1/30/19 Cost: \$0

Staff Member(s): Sara Christopher

Event: Educator Level 2 Advanced Training for Google

Location: EFS Date: 2/4/19, 3/11/19

Cost: \$0

Staff Member(s): John Viggiano

Event: 2019 NJAHPERD Annual Convention Location: Ocean Place Resort, Long Branch, NJ

Date: 2/25-26/19 Cost: \$125.00

Staff Member(s): Kimberly Trafford

Event: What's New In Children's Books Workshop

Location: Fairfield, NJ

Date: 2/27/19 Cost: \$269.00

Staff Member(s): Michelle Barshay, Laurie Fischer

Event: Recent Advances in Understanding Word-Level Reading

Problems Convention

Location: Garwood, NJ

Date: 3/15/19

Cost: \$217.40 Total per person (\$205.00 fee + \$12.40 mileage)

Staff Member(s): Rory Duarte, Laura Quinn

Event: NJEC Spring Conference

Location: Ramapo, NJ

Date: 3/22/19 Cost: \$0

Staff Member(s): Kristin Gann

Event: Why We Bully: Talking About Race Workshop

Location: NJ State Bar Foundation/NJ Law Center, New Brunswick, NJ

Date: 3/28/19 Cost: \$11.78 mileage

Moved by: Dr. LoCascio Seconded by: Mr. Tedesco

Ayes: 5 Nays: 0

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

EFRD Baseball/Softball Program March 11-June 22, 2019; Fields Monday-Fridays: 3:10pm-Dusk Saturdays: 9:00am-3:00pm West Essex Football Club March 16-June 16, 2019; Fields Saturdays: 3:00pm-Dusk Sundays: for 4 hours

At a rate per the attached agreement

EFFEE Spring Enrichment Various Classrooms Tuesdays, Wednesdays & Thursdays, 3:05-4:30pm 4/16/19 – 6/6/19 (no class during Spring Break)

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 5 Nays: 0

3. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of the following paraprofessional, for the 2018-19 school year, effective on or about January 22, 2019, at the following prorated salary:

Susan FitzGibbon \$14,140 7 hr/day @ \$20/hr

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 4 Nays: 0

*Mrs. Tedesco abstained

4. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the 2018-2019 Substitute List, pending the required criminal history & background check:

Heather-Ann Howard Teacher \$90/day

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 5 Nays: 0

5. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the approval of home instruction, pending out-of-district placement, to student #250450 for 10 hours weekly, with staff and start date to be determined.

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 5 Nays: 0

VIII. Business Administrator's Report

• Mr. Lella informed the Board that the GASB 75 information – Employee Post Retirement Benefits – was released by the state. Auditors will now have 4 weeks to prepare the final 2017-18 for submission. Mr. Lella reviewed the C1 schedule that was provided by the auditor.

- Mr. Lella informed the Board that he would be meeting with Mrs. Gadaleta tomorrow for further 2019-20 Budget preparation. Mr. Lella noted that the 2% Tax Cap Levy amounts to about 97k, while the district's increase in salaries and benefits alone are estimated at 120k. The district has banked cap remaining and is anticipating an allowable enrollment adjustment from the state to exceed the 2% cap.
- Mr. Lella reminded the Board that the annual Board Member Disclosure email has been sent out for their completion.
- Mr. Lella reported to the Board that EI Associates had obtained quotes for the kitchenette and gymnasium bathroom projects and will move forward for summer of 2019.
- Mr. Lella will coordinate with Mrs. Tedesco obtaining quotes along with the recreation department for the baseball field maintenance.
- Mr. Lella noted the additional language to Business Resolution #4 to include additional January budget transfers.

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:

Regular Meeting Minutes	12/5/18
Executive Session Minutes	12/5/18
Regular Meeting Minutes	12/19/18
Executive Session Minutes	12/19/18

Moved by: Dr.LoCascio Seconded by: Mrs. Tedesco

Ayes: 5 Nays: 0

2. RESOLVED that the Board of Education approves bills and claims for January in the total amount of \$158,644.49 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 \$372,671.30 including \$348,126.38 for the gross payroll, \$6,439.00 for the Board's share of FICA/Medicare and \$18,105.92 for the State's share of FICA/Medicare.

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

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 months 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

January 16, 2019

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. Tedesco

Ayes: 5 Nays: 0

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

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 5 Nays:0

X. Old Business / Board Discussion

• The Board will discuss the May/June BOE Meeting Dates at a later date.

XI. New Business / Board Discussion

- Mrs. Gadaleta noted that the Kindergarten and Pre-School registration dates were coming up. Mrs. Gadaleta
 informed the Board that over the last 2 years we have seen an increase in requests and last year we had our first
 wait list. Mrs. Gadaleta explained the current lottery process and the Board discussed.
- Mrs. Gadaleta informed the Board that the district had a child moving out of the country.

XII. Meeting Open for Public Comment

None

XIII. Adjournment

At 8:15 P.M. the Board of Education made a motion to adjourn. The next Workshop Meeting will be held on **Wednesday, February 6, 2019 at 7:30 P.M.** in the Superintendent's Office. The next **Regular Meeting** will be held on **Wednesday, February 20, 2019, 7:30 P.M.** in the Media Center.

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 5 Nays: 0

Respectfully submitted,

Mr. Steven J. Lella Business Administrator/ Board Secretary