

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a workshop session on January 17, 2018, in the Media Center of the Essex Fells School. The meeting was called to order by the Board President, Mrs. Shani Drogin, at 7:33 P.M. Mrs. Drogin 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 3, 2018. 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 – 7:33 P.M.**

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

#### **II. Roll Call**

Mrs. Bethany Buccino, – present  
Mrs. Shani Drogin – President , absent  
Mrs. Kris Heugel – Vice President, present  
Dr. Steven LoCascio, – present  
Mrs. Debra Tedesco – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; and Mr. Steven J. Lella, Business Administrator/Board Secretary; 1 reporter from The Progress, 1 member of the public.

#### **III. Flag Salute**

- The Board President led the salute to the flag.

#### **IV. Public Comment**

- Mr. Milano provided the Board with an update on his family's residency status. He provided the certificate of occupancy which was issued today.
  - Mr. Milano left the meeting at 7:36 pm.

#### **V. President's Report**

- None

#### **VI. Superintendents Report**

- Mrs. Gadaleta explained the 2016-17 NJ School Performance Report to the Board. Mrs. Gadaleta noted that the grade levels had been performing well and continue to improve. Mrs. Gadaleta pointed out that the district will have to continue to monitor the chronic absenteeism and explained to the Board trends by grade level. Dr. LoCascio discussed the impact on district reporting.
- Mrs. Gadaleta made the Board aware that Pamira Bezmen Photography advertised in the Essex Fells Magazine that a portion of their fee would be donated to the school.
- Mrs. Gadaleta informed the Board of modifications being made to the Lunch/Recess periods. Mrs. Gadaleta noted that she had conversations with staff members, the PTA and safety team to improve the safety and behavior of children and address aggressive play between the grade levels. Lunch would be in 8 sections rather than 4, with the 3<sup>rd</sup> – 6<sup>th</sup> grade period being changed to 3<sup>rd</sup> and 4<sup>th</sup>, and 5<sup>th</sup> and 6<sup>th</sup>, and the K-2 period being changed to 1<sup>st</sup> and 2<sup>nd</sup> grade, and kindergarten. Additional staff will be used to monitor the periods. Mrs. Gadaleta will address the children at the February Spirit Meeting. There will be no change in the children's eating and recess time. The Board liked the idea of the modification.
- Mrs. Gadaleta informed the Board that 129 Bengal Pride Awards had been given out while only 7 discipline reports had been filed year to date.
- The Board discussed tabling Residency Policy 5111.

**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): Laura Brutman, Kelly Mitchell, Kimberly Trafford  
 Event: What’s New in Children’s Books Workshop  
 Location: The Wilshire Grand, West Orange, NJ  
 Date: 2/26/18  
 Cost: \$259.00 per person

Staff Member(s): John Viggiano  
 Event: NJAHPERD Convention 2018  
 Location: Long Branch, NJ  
 Date: 2/26/18  
 Cost: \$70.00

Staff Member(s): Marisa Burger, Laura Quinn  
 Event: NJCEC Spring 2018 conference  
 Location: Ramapo College of NJ  
 Date: 3/12/18  
 Cost: \$115.00 per person

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

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

B 0169.02	Board Member use of Social Networks (New)
P 3437	Military Leave (Revised)
P 4437	Military Leave (Revised)
P 5516.01	Student Tracking Devices (New)
R 7101	Educational Adequacy of Capital Projects (Revised)
P 7425	Lead Testing of Water in Schools (New)
P&R 7440	School District Security (M) (Revised)
P&R 7441	Electronic Surveillance in School Buildings and on School Grounds (M) (Revised)
P 8630	Bus Driver/Bus Aide Responsibility (M) (Revised)
R 8630	Emergency School Bus Procedures (M) (Revised)
P 9242	Use of Electronic Signatures (New)

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 second reading and adoption of the following bylaws/policies/regulations:

TABLED

P 5111 Eligibility of Resident/Nonresident Students

Moved by: Seconded by:

Ayes: Nays:

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the following to the Essex County Office of Education for the 2017-2018 school year:

- *Memorandum of Agreement Between Education & Law Enforcement Officials UPDATE to Uniform Memorandum of Agreement (MOA)*
- *Essex County Addendum of Memorandum of Agreement between Education and Law Enforcement Officials – School Critical Incident Drills*
- *Memorandum of Understanding Regarding Live Streaming – Essex County*

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, that Michelle V. Gadaleta is designated as the *School Safety Specialist* for Essex Fells School, as required by the NJDOE.

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

Ayes: 5 Nays: 0

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following Use of Facilities requests for the 2017-2018 school year:

EFRD – Baseball/Softball Program for Grades PK-8  
 Monday-Saturday, 3/19/18 – 6/22/18  
 Weekdays – 3:10pm-Dusk; Saturdays – 9:00am-5:00pm\*  
 Fields

WEFC – West Essex Football Club  
 Saturdays (after 3:00pm\*) & Sundays (all day), 4/1/18 – 6/16/18  
 Fields – at a Use of Facilities rate of \$30/hr

\* timing coordinated between EFRD and WEFC

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

Ayes: 5 Nays: 0

**VIII. Business Administrator’s Report**

- Mr. Lella provided the Board with an update on the 2018-19 Budget process and preliminary budget information.
- Mr. Lella informed the Board that he and Mrs. Gadaleta would be having the Annual Mid-Year County Efficiency Review Meeting with the consortium and DOE representatives on January 22<sup>nd</sup> at West Essex Regional.
- Mr. Lella informed the Board of a workers comp claim due to a slip and fall.
- Mr. Lella notified the Board that the district had been selected for a Consolidated Federal Programs On-Site Monitoring in accordance with The Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Act (IDEA).

**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	11/1/17
Executive Session Minutes	11/1/17
Regular Meeting Minutes	11/15/17
Executive Session Minutes	11/15/17

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

Ayes: 5    Nays: 0

2. **RESOLVED** that the Board of Education approves an additional bills and claims for December in the total amount of \$36,078.31, and January in the total amount of \$228,860.01, 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 \$341,363.14 including \$318,649.70 for the gross payroll, \$5,822.70 for the Board’s share of FICA/Medicare and \$16,890.74 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 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. Tedesco
Ayes:	5	Nays:	0

4. **RESOLVED** that the Board of Education approves the transfer of funds for the month of December 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**

- Mrs. Gadaleta informed the Board that in addition to the quote obtained for the gymnasium divider a \$2500.00 proposal was received from the Architect to review the current structure to see if the roof/ceiling could support such a divider. The Board decided to not move forward at this time.
- Mr. Lella informed the Board that due to a pressure leak in the sprinkler system the fire alarm had been tripped in the late night/early morning hours last week. The pressure leak is being addressed.
- Mrs. Gadaleta discussed with the Board a discussion she had with Mr. Trogani regarding an instrumental Music Program. Mr. Trogani will apply for a grant to the Foundation for new musical equipment for music class. The class will now include the lower grades to participate as the district attempts to rebuild the music program.

**XI. New Business / Board Discussion**

- Mrs. Gadaleta updated the Board as to the February 1<sup>st</sup> and 2<sup>nd</sup> dates for 2018-19 Preschool/Kindergarten Registration. Mrs. Gadaleta provided the Board with the registration packets. The Board reviewed the new forms which were revised for clarity and updated language.
- Mr. Lella informed the Board that the annual building fire inspection had taken place. There were no violations.
- Mrs. Gadaleta informed the Board of the Gym Bathroom Renovation & Sink-water fountain installation program in room 208 which will take place over the summer. Mrs. Gadaleta also provided a letter from the PTA regarding a proposal to add a small kitchen off of the gymnasium.
- The Board discussed a Use of Facilities request for the Recreation Department and West Essex Football Club.

**XII. Public Comment**

- None

**XIII. Resolution to Enter Executive Session**

The Board convened in Executive Session at 9:10 P.M. to discuss personnel, negotiations and legal matters. 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. Tedesco

Ayes: 5    Nays: 0

**XIV. Adjournment**

**BE IT RESOLVED** that this public meeting of the Board of Education be adjourned at 10:10 pm. The next **Workshop Meeting** will be held on **Wednesday, February 7, 2018**, at 7:30 P.M. in the Media Center. The next **Regular Meeting** will be on **February 21, 2018**.

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

Ayes: 4    Nays: 0

ESSEX FELLS BOARD OF EDUCATION

REGULAR MEETING MINUTES

January 17, 2018

**Enrollment Count: 2017-2018**

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	14	7	7
Mrs. Quinn/Ms. Burger	PS/PM	11	9	2
Mrs. Gann/Mrs. Takkel	KG/T	15	7	8
Ms. Livio	KL	16	8	8
Mrs. Brutman	1B	13	6	7
Ms. Mitchell/Mrs. Hromoko	1M/H	13	7	6
Mrs. Fitzgerald/Mrs. MacKenzie	2F/M	18	8	10
Mrs. Massaro	2M	19	8	11
Ms. Liebler	3L	18	10	8
Mrs. Vetere/Ms. Geleailen	3V/G	18	10	8
Mrs. Banek/Ms. Franzi	4B/F	15	10	5
Mrs. Hacker	4H	14	9	5
Ms. Cervino	5C	10	3	7
Ms. Craveiro/Ms. Kowalski	5C/K	11	3	8
Mrs. Buonomo/Ms. Gomez	6B/G	12	5	7
Mrs. Christopher	6C	11	6	5
<b>TOTAL</b>		<b>229</b>	<b>117</b>	<b>112</b>
Out-of-District		3*		
<b>FINAL TOTALS</b>		<b>232</b>		

\*Total includes 3 out-of-district students

**Fire Drills: 2017-2018**

Month	Fire Drill	Emergency Drill
September	9/4/17	Lockdown 9/19/17
October	10/17/17	Shelter in Place 10/25/17
November	11/7/17	Lockdown 11/27/17
December	12/19/17	Shelter in Place 12/22/17
January		
February		
March		
April		
May		
June		

**HIB / V&V Report**

As of Date of BOE Meeting	10/18/17	11/15/17	1/17/18						
TOTAL # of Reported Incidents	2	0	1						
Number of Unfounded Incidents	2	0	1						
Number of Founded Incidents	0	0	0						
Violence & Vandalism Incidents	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 Student Learning 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