

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a regular session on October 19, 2016, in the Superintendent's Office of the Essex Fells School. The meeting was called to order by the Board President, Mrs. Carol D'Alessandro at 7:30 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 6, 2016. 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 – 7:30 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. Deborah Tedesco – arrived at 7:33 pm

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; Mr. Steven J. Lella, Business Administrator/Board Secretary; 2 staff members; 1 member of the public.

III. Flag Salute

- The Board President led the salute to the flag.

IV. Public Comment on Agenda Items

- No comment.

V. President's Report

- No Report.

VI. Superintendent's Report

- Mrs. Gadaleta pointed out to the Board correspondence in their packets from the Commissioner's office regarding shared principal. Mrs. Gadaleta noted that the district needs approval for Mrs. Gadaleta to be Principal of both buildings. Mrs. Gadaleta also noted this is the first time we have had to apply for this.
- Mrs. Gadaleta noted travel for herself and Miss Cervino on the agenda to Washington DC for the 2016 National Blue Ribbon School Award. Mrs. Gadaleta also noted that Miss Cervino will be returning the following day in order to be present for teacher / parent conferences. Mrs. D'Alessandro asked how Miss Cervino was selected, and Mrs. Gadaleta replied that she was chosen by the EFTA.
- Mrs. Gadaleta reported to the Board on the recent staff professional development day which covered the following: CPR, Buncee, Tienet and articulation time.
- Mrs. Gadaleta informed the Board of information in their packets from the district attorney regarding the 2015-16 calendar case and adjournment of the November 17th PERC hearing date. This is being done as PERC needs to review the briefs again as they did not have all the necessary information.
- The Board discussed the information regarding the Preschool registration procedure.
- Mrs. Gadaleta reported to the Board today's Bengal Break which had taken place outside on the blacktop. Mrs. Gadaleta also noted that this time allowed the teachers to work in their gradebook portals.
- Mrs. Gadaleta explained Superintendents resolution #3, #5 for policy #5350, and #6.

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,
Jaelyn 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: 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 updated preschool registration information for the 2017-2018 School Year.

NOTE: Information attached

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 sending district schools be added to the list of possible field trips for the 2016-2017 School Year.

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 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: 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 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: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 5 Nays: 0

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

VIII. Business Administrator’s Report

- Per Mrs. D’Alessandro’s request, Mr. Lella explained 3 of the vendors on the bills and claims for the month.

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

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

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

X. **Old Business / Board Discussion**

- There was no update from the recreation program regarding the outdoor bathroom facility.
- Mrs. Gadaleta reported that tomorrow she would be meeting with the consortium to discuss the 2017-18 calendar development. West Essex is reportedly attempting for a June 15th, 2018 graduation date. Mrs. Gadaleta stated it may be difficult to align with West Essex for 17-18. The Board discussed and felt we need to see the result of the 2015-16 calendar case. The Board felt we should still try to align breaks and vacations with West Essex.
- Mr. Lella informed the Board that he would be obtaining a field maintenance quote tomorrow.

XI. **New Business / Board Discussion**

- Mrs. Gadaleta informed the Board that parents have asked about a Blue Ribbon Award sign for the school. Mrs. Gadaleta noted that she will be receiving a plaque and flag when she attends the ceremony in Washington D.C.. Mrs. Gadaleta asked the Board if they would be ok with a wooden blue ribbon sign to go underneath the current wooden Essex Fells School sign located outside of the gymnasium. The Board felt that would be a nice addition.
- Mrs. Gadaleta reported to the Board that a parent had asked her at a PTA meeting that as an alternative to having a class party for birthday's, would it be possible to donate an assembly in its place for the grade or perhaps the school as enrichment. Mrs. Gadaleta noted that she understands the request, however feels it would take away from instructional time. The Board agreed and felt perhaps a request like this would better fall under the Foundation.

XII. **Meeting Open for Public Comment**

- A parent noted that the Trinity School has an actual blue ribbon on their school building from when they were awarded Blue Ribbon School status. She will contact the school for information on the ribbon.

XIV. **Adjournment**

At 8:04 P.M. the Board of Education made a motion to adjourn. The next **Workshop Meeting** will be held on **Wednesday, 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: 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	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.

Respectfully submitted,

Mr. Steven J. Lella
Business Administrator/
Board Secretary