

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a workshop meeting on October 5, 2016, in the Superintendent's Office of the Essex Fells School. The meeting was called to order by Board President, Mrs. D'Alessandro at 7:32 P.M. 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 September 22, 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 – 7:32 P.M.

II. Roll Call

Mrs. Carol D'Alessandro, President – present
Mrs. Shani Drogin, Vice President – present
Mrs. Kris Huegel – present
Dr. Steven LoCascio – present
Mrs. Deborah Tedesco – arrived at 7:34

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

III. Flag Salute

The President led the flag salute.

IV. Public Comment

- No comment.

V. Board President's Report

- No Report

VI. Buildings Grounds

- Mrs. Gadaleta reported that since our last meeting when she informed the Board of the broken arm suffered on the preschool playground and broken fence, that 2 more fence posts had been broken. Mrs. Gadaleta reported the incident to Lt. Thielacker and the broken fence railings will be replaced.
- Mr. Lella reported that the fire panel installation had been completed and he was just waiting on the final approval from the fire inspector.
- The Board revisited the discussion of charging a use of facilities fee and discussed who would be charged.
- Mrs. Gadaleta asked if the Board if they wanted to consider a fee for use of the baseball fields as a means to offset the district maintaining the fields. Mrs. Gadaleta pointed out that the fields are in poor condition and haven't been maintained properly. Mrs. Huegel added that perhaps a discussion could be had with the borough. Mrs. D'Alessandro asked if there was any update on the outside bathroom facility. Mrs. Tedesco replied that the Mayor and town might consider budgeting in the future. The Board noted that they did not want to start charging the town, as neither in the past have charged each other for services. The Board noted about building into the budget funds for annual field maintenance.

VII. Curriculum & Instruction

- Mrs. Gadaleta made the Board aware that October 17-21 is the Week of Respect & School Violence Awareness Week.

VIII. Finance

- Mr. Lella informed the Board that the auditors had begun the 2015-16 audit and will be in district for about 2 weeks. Mr. Lella also noted that the auditors came in a few days over the summer as well to get a head start on some areas of the audit.

IX. Policy

- The Board discussed policy.

X. Personnel (Public Items only)

- Mrs. Gadaleta informed the Board of the new paraprofessional hire for 2nd grade. Mrs. Gadaleta feels the hire is a very good fit for the grade.

XI. Old Business/Board Discussion

- Mrs. Gadaleta provided the Board with all prior pre-school registration procedures so that the Board can review and prepare a new procedure for future years. Mrs. Gadaleta noted to the Board that the procedures change from year to year due to the makeup of the class. Mrs. Gadaleta informed the Board that it is important to have flexibility in the procedure in order to accommodate as many families as possible each year, especially returning families. The Board discussed the current procedure and agreed there needs to be flexibility from year to year.
- Mrs. Huegel stepped out at 8:27 pm and returned at 8:29 pm
- The bathroom facility was discussed earlier in the meeting.
- Mrs. Gadaleta informed the Board that the EFTA was ok with keeping the Back to School Night date as is for the future.

XII. New Business / Board Discussion

- Mrs. Gadaleta reported to the Board a complaint she had received regarding the loudness of the outside speaker volume during the morning staff shout out. Mrs. Gadaleta noted that the music volume played in the morning will be lowered.
- Mrs. Gadaleta reported to the Board the wonderful celebration the district had for the Blue Ribbon School Award. Mrs. Gadaleta informed the Board that the Blue Ribbon Application would be on the district website. Regarding the website, Mrs. Huegel thought it would be nice if the school clubs could have a webpage on the district website as well.
- Mrs. Gadaleta wanted the Board to discuss Halloween costumes and any concerns regarding the current issues with clown costumes. The Board would like to make note as to no inappropriate costumes for Halloween.

XIII. Superintendent's Report

- No Report.

XIV. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01-04.

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): Catherine McNish
Event: Story and Art 2016 Conference
Location: Ocean Place Resort & Spa, Long Branch, NJ
Date: 10/9-10/16
Cost: \$200.00

Staff Member(s): Jaclyn Franzi, Susan Hacker
Event: Open Ended Questions – Grade 4 Workshop
Location: Conquer Mathematics
Date: 10/17/16
Cost: \$135 (per person)

Staff Member(s): Katelyn Brower, Monica Craveiro
Event: Grade 5 Open-Ended Questions Workshop
Location: Conquer Mathematics, Pompton Plains
Date: 10/19/16
Cost: \$135 (per person)

Staff Member(s): Laura Adair, Michelle Liebler
Event: NGSS Fundamentals K-5 Workshop
Location: MSU
Date: 10/21/16
Cost: \$0

Staff Member(s): Katie MacKenzie, Catherine McNish, Judi Reynolds
Event: HIB Training
Location: NJ Law Center, New Brunswick, NJ
Date: 11/17/16
Cost: \$23.74 (mileage per person)

Staff Member(s): Laura Brutman, Gail Ellowitch,
Event: HIB Training
Location: NJ Law Center, New Brunswick, NJ
Date: 11/17/16
Cost: \$21.58 (mileage per person)

Staff Member(s): Noell Gomez
Event: Connected Mathematics Project 3 Workshop
Location: Conquer Mathematics
Date: 11/28/16, 1/6/17, 2/9/17, 3/10/17
Cost: \$135.00 per session (\$540.00 total)

Staff Member(s): Katelyn Brower
Event: Numbers & Operations – Fractions Part 1 Workshop
Location: Conquer Mathematics, Pompton Plains
Date: 12/1/16
Cost: \$135.00

Staff Member(s): Katelyn Brower, Monica Craveiro
Event: Grade 5 Literature in Math Workshop
Location: Conquer Mathematics, Pompton Plains
Date: 12/8/16
Cost: \$135.00 (per person)

Staff Member(s): Laura Adair, Kristin Gann, Candice Fitzgerald, Kelly Mitchell
Event: HIB Training
Location: NJ Law Center, New Brunswick, NJ
Date: 12/15/16
Cost: \$21.58 mileage (per person)

Staff Member(s): Katelyn Brower
Event: Numbers & Operations – Fractions Part 2 Workshop
Location: Conquer Mathematics, Pompton Plains
Date: 1/4/17
Cost: \$135.00

Staff Member(s): Jackie Castellano
 Event: NJECC
 Location: MSU
 Date: 9/16/16, 10/21/16, 11/18/16, 12/16/16
 1/10-12/17 (Conference), 2/24/17, 3/17/17, 4/28/17, 5/19/17, 6/9/17
 Cost: \$0

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:

Girl Scouts – First Grade
 Media Center – 3:05-4:00pm
 10/7/16, 11/4/16, 12/8/16, 1/6/17, 2/3/17, 3/3/17, 5/12/17

Girl Scout Brownie Troop 20410
 Media Center – 3:05-4:15pm
 10/21/16, 11/18/16, 12/16/16, 1/20/17, 2/10/17, 3/10/17, 4/21/17, 5/19/17

Essex Fells Recreation Department - Youth Basketball, Grades 3-6
 Gymnasium – 4:30-7:45pm
 Monday – Friday: 11/28/16 – 3/10/17

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 following paraprofessional appointment for the 2016-2017 school year from on or about October 20, 2016:

Susan Fitzgibbon 7 hr/day \$18/hr \$23,184

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 additions to the 2016-2017 Substitute List at \$85/day, pending the usual criminal history/background check:

Alaina Sacci Teacher

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

XV. **Business Administrators Report**

- No Report.

XVI. Business Resolution

RESOLVED that the Board of Education approves Business Resolutions #01-03.

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

Regular Meeting Minutes	6/15/16
Executive Session Minutes	6/15/16
Regular Meeting Minutes	7/20/16
Executive Session Minutes	7/20/16

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 September 2016 in the total amount of \$22,941.14, as certified by the Business Administrator/ Board Secretary.

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 July;

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

XVII. Public Comment

- Miss Cervino asked if there was something in place for the children to do in the event they are not comfortable with events scheduled for Halloween. Mrs. Gadaleta noted that she will address any concerns in a message that will be going home to the parents prior to the day's events.

XVIII. Adjournment

RESOLVED that this Workshop meeting of the Board of Education be adjourned at 8:49 P.M.

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

Ayes: 5 Nays: 0

Respectfully submitted,

Mr. Steven J. Lella
Business Administrator/
Board Secretary