

<b>ESSEX FELS BOARD OF EDUCATION</b> <b>REGULAR MEETING MINUTES</b>	<b>October 17, 2018</b>
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The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a Regular Meeting on October 17, 2018, in the Media Center of the Essex Fells School. The meeting was called to order by Board President Mrs. Drogin at 7:32 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**

- The meeting was called to order by Mrs. Drogin.

**II. Roll Call**

Mrs. Bethany Buccino- Present  
Mrs. Shani Drogin, President- Present  
Mrs. Kris Huegel, Vice-President- Present  
Dr. Steven LoCascio- Present  
Mrs. Debra Tedesco- Absent

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; and Mr. Steven J. Lella, Business Administrator/Board Secretary; 2 staff members and 9 members of the public.

**III. Flag Salute**

- Mrs. Drogin led the salute to the flag.

**IV. Public Comment on Agenda Items Only**

- Mrs. Walsh expressed to the Board her concerns for a pathway/sidewalk upgrade at the corner of Essex Road and Hilltop due to safety issues. The Board discussed Mrs. Walsh’s concerns and Mrs. Gadaleta noted this is something she can discuss further with the EFPD at her monthly meetings.

**V. President’s Report**

- None

**VI. Superintendent’s Report**

- Mrs. Gadaleta recognized Raeva Patwardhan and Ivie Drogin for their highest level of performance on the PARCC testing. Mrs. Gadaleta was so pleased to be able to have them recognized by the Board of Education and the public. Mrs. Gadaleta also noted that PARCC will be renamed in the spring as NJSLA.
- At 7:39 PM nine members of the public left the meeting.
- At 7:40 PM one member of The Progress arrived.
- Mrs. Gadaleta explained some confusion regarding the PTA/Class of 2018 gift to the school.
- Mrs. Gadaleta explained to the Board the events of the extremely busy and informative professional development day held on October 8<sup>th</sup>.
- Mrs. Gadaleta noted to the Board that parent/teacher conferences would take place today and tomorrow.
- Mrs. Gadaleta also informed the Board that the Week of Respect and Violence & Vandalism Awareness was October 15<sup>th</sup>-19<sup>th</sup>. Mrs. Gadaleta explained the themed days for the week and also noted that year to date there are zero HIB and vandalism reports.
- Mrs. Gadaleta reported to the Board that Chief Kearney would have a small presentation for the pre-school thru 1<sup>st</sup> grade for Fire Prevention Month.
- Mrs. Gadaleta also noted that she has had an initial conversation with Chief Kearney regarding gymnasium capacity for certain events. Mrs. Gadaleta shared some scenarios with Chief Kearney and he will follow up with her further after he reviews the fire code.
- Mrs. Gadaleta wanted to plug to the public the upcoming EFS Community Discussion before the November 14<sup>th</sup> Board of Education Meeting to address any questions or concerns the public may have.

**VII. Old Business / Board Discussion**

- The sidewalk upgrade for Essex Road & Hilltop was discussed during the Public Comment on Agenda Items Only portion of the meeting.
- Mr. Lella noted the resolution approving EI Associates as the architect of record for the 2018-19 school year. Mrs. Gadaleta stated that she was impressed with the on staff educational consultant who was a former school administrator to review building and classroom space as well as other components that were offered.
- Mrs. Gadaleta explained the language consistency of policy and the student parent handbook.

**VIII. New Business / Board Discussion**

- Mrs. Gadaleta informed the Board that the administrative offices continue to work on the verification of lease/affidavit files. Last year the focus was on homeowners and this year the focus is on renters. To date only 2 families have yet to provide the proper paperwork.
- Mrs. Gadaleta reported to the Board that there had been some concern about dogs on school grounds. In one case a service animal certification had been confirmed. The item will be discussed further in executive session for privacy reasons.
- Dr. LoCascio asked about Superintendent Resolution #5. Mrs. Gadaleta explained the need for a nursing aide during the summer program.
- Mrs. Drogin asked about Superintendent Resolution #6. Mrs. Gadaleta explained that the overage was due to the need to configure new laptops for the staff in addition to new computers for the district.

**IX. Superintendent's Resolutions**

**RESOLVED** that the Board of Education approves Superintendent Resolutions #01 – 09.

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: "iSTEAM" Conference 2019  
Location: Ramapo College, NJ  
Date: 1/11/19  
Cost: \$198.22 total (fee - \$179.00 + mileage - \$19.22)

Staff Member(s): Deana Hromoko  
Event: Mindfulness Workshop  
Location: Fairfield, NJ  
Date: 3/1/19  
Cost: \$45.00

Moved by: Dr. LoCascio

Seconded by: Mrs. Huegel

Ayes: 4

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:

Boy Scouts Meeting  
Classroom: Science Room #105  
Monday: 4/15/19  
3:15-4:15pm

Brownies Meeting (Second Grade)  
Classroom: Science Room #105  
Fridays: 10/26/18, 11/2/18, 12/14/18,  
1/11/19, 3/15/19, 4/12/19, 5/17/19, 6/7/19  
3:05-4:15pm

Daises Meeting (First Grade)  
Classroom: Gymnasium  
Fridays: 10/26/18, 11/16/18, 1/18/19, 2/15/19, 3/15/19, 5/17/19  
3:05-4:00pm

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

Ayes:      4    Nays:      0

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the list of possible Field Trip locations for the 2018-2019 school year:

ShopRite of Livingston

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

Ayes:      4    Nays:      0

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the *School Safety and Security Plan Annual Review – Statement of Assurance* for the 2018-2019 school year to the Essex County Office of Education.

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

Ayes:      4    Nays:      0

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the additional Out of District Program costs for Harbor Haven for Summer 2018 in the following amount:

Tuition	\$60
Individual Aide	\$1,272
(106 hours @ \$12/hr)	

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

Ayes:      4    Nays:      0

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, additional 2018-19 summer hours for the following:

Jackie Castellano	Technology input/infrastructure	15.75 hrs
Marco Pannullo	Technology input/infrastructure	51.75 hrs
Jeanine Whitman	CST	3.25 hrs
Judi Reynolds	Lead Teacher	2.00 hrs

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

Ayes:      4    Nays:      0

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the 2018-2019 Professional Development Committee:

Laurie Fischer    Teacher Representative

Moved by: Dr. LoCascio

Seconded by: Mrs. Huegel

Ayes: 4

Nays: 0

- 8. **RESOLVED**, that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Netwerx Plus for IT Services, for the 2018-2019 school year, at an hourly rate of \$65, not to exceed \$500.

**NOTE:** \*Requested proposal from Netwerx Plus

Moved by: Dr. LoCascio

Seconded by: Mrs. Huegel

Ayes: 4

Nays: 0

- 9. **WHEREAS**, the Essex Fells Board of Education requested proposals for the position of Architect of Record for the District for the 2018-2019 School Year;

**BE IT RESOLVED** that the Board of Education accepts and approves, at the recommendation of the Superintendent, the appointment E.I Associates the Architect of Record for the 2018-2019 school year.

**NOTES:** See Attached

Moved by: Dr. LoCascio

Seconded by: Mrs Mrs. Huegel

Ayes: 4

Nays: 0

**X. Business Administrator’s Report**

- Mr. Lella informed the Board that he would be taking part in a Grant Webinar tomorrow that is being provided by the Essex Regional Educational Service Commission.
- Mr. Lella notified the Board that Extraordinary Aid from 2017-18 had been received and would be included in the 2018-19 school year budget.
- Mr. Lella noted that the M1 & Comprehensive Maintenance Plan, a schedule used to show that funds are being budgeted and spent on maintaining buildings and grounds, would be submitted to the County Office.

**XI. Business Resolutions**

**RESOLVED** that the Board of Education approves Business Resolutions #01–07.

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

Regular Meeting Minutes	8/15/18
Executive Meeting Minutes	8/15/18
Workshop Meeting Minutes	9/5/18

Moved by: Dr. LoCascio

Seconded by: Mrs. Huegel

Ayes: 4

Nays: 0

- 2. **RESOLVED** that the Board of Education approves additional bills and claims for October in the total amount of \$57,435.30 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 \$343,334.5 including \$319,952.46 for the gross payroll, \$3,536.20 for the Board’s share of FICA/Medicare and \$18,927.26 for the State’s share of FICA/Medicare.

Moved by: Dr. LoCascio

Seconded by: Mrs. Huegel

Ayes: 4

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 June & 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. Huegel

Ayes: 4

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. Huegel

Ayes: 4

Nays: 0

**5. RESOLVED** that the Board of Education approve appropriating additional fiscal year 2018 Extraordinary Aid funding to the 2018-19 school budget in the amount of \$51,434 to line account 11-120-100-101-01; and

**BE IT FURTHER RESOLVED** that the Essex Fells Board of Education acknowledges that it did not include an estimated Extraordinary Aid payment in the 2017-18 school budget and received an award of Extraordinary Aid in the amount of \$51,434; and

**BE IT FURTHER RESOLVED** that NJAC 6A:23A2.13(d)6 provides that a district Board of Education may, at any time without commissioner approval, appropriate surplus generated from state revenue such as Extraordinary Aid, that has been excluded from the excess surplus calculation in the prior year.

Moved by: Dr. LoCascio

Seconded by: Mrs. Huegel

Ayes: 4

Nays: 0

**6. RESOLVED** that the Board of Education approves the M1 & Comprehensive Maintenance Plan for the period FY '18 through FY '20, and authorizes the Business Administrator/Board Secretary to submit the Plan to the Essex County Executive Superintendent of Schools.

Moved by: Dr. LoCascio

Seconded by: Mrs. Huegel

Ayes: 4

Nays: 0

7. **RESOLVED** that the Essex Fells Board of Education approves the State of New Jersey Cash Management Fund as an official Bank Depository for the Board of Education for the 2018-2019 school year.

Moved by: Dr. LoCascio

Seconded by: Mrs. Huegel

Ayes: 4

Nays: 0

**XII. Meeting Open for Public Comment**

- Ms. Burger asked if the educational component provided by the new architect could be used to review the space of the classrooms. Mrs. Gadaleta noted that we will be meeting with EI Associates shortly to review classroom space and the district's Long Range Facility Plan.

**XIII. Resolution to Enter Executive Session**

The Board convened in Executive Session at 8:00 P.M. to discuss 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. Huegel

Ayes: 4

Nays: 0

**XIV. Adjournment**

At 8:36 pm the Board of Education made a motion to adjourn. The **Workshop Meeting** scheduled for Wednesday, November 7, 2018 has been cancelled. **The Regular Meeting** scheduled for November 21, 2018 has been rescheduled for **Wednesday, November 14, 2018**, at 7:30 P.M. in the Media Center. The meeting will be preceded by an Essex Fells School Community Discussion at 7:00 P.M.

Moved by: Dr. LoCascio

Seconded by: Mrs. Huegel

Ayes: 4

Nays: 0

Respectfully submitted,

Mr. Steven J. Lella  
Business Administrator/  
Board Secretary