

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a workshop session on October 18, 2017, in the Media Center of the Essex Fells School. The meeting was called to order by the Board President, Mrs. Carol D'Alessandro, at 7:32 P.M. Mrs. Carol 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 4, 2017. 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.

- 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. Debra Tedesco – arrived at 7:41 pm

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

III. Flag Salute

- The Board Secretary led the salute to the flag.

IV. Public Comment

- None

V. President's Report

- None

VI. Superintendents Report

- Mrs. Gadaleta explained the events of the Staff Professional Development day on October 9. Mrs. Gadaleta noted there was a staff team building exercise, a presentation by the Essex Fells Police Department on School Safety, a School Law Update by Stephen Fogarty and a National Writing Projects session.
- Mrs. Gadaleta informed the Board that there was a meeting last night between the Essex Fells and Caldwell Stakeholders regarding the EFS Rolling Pick-up. A casual discussion was held to discuss the concerns. Both parties were pleased with the meeting. It was noted that when the EFPD is present and assisting the procedure seems to run much better, especially addressing the issue of people arriving too soon for dismissal.
 - At 7:41 pm. Mrs. Tedesco arrived
- The Board discussed the pick up as well as a quote provided from Mrs. Gadaleta regarding a traffic study. The Board agreed the topic of rolling pick up will continue to be discussed at future meetings.
- Mrs. Gadaleta reported to the Board that Parent/Teacher conferences had begun today. Only 10 of 153 families had requested to meet outside of the allotted time due to scheduling availability.
- Mrs. Gadaleta noted that Report Card Revisions were complete. Mrs. Gadaleta informed the Board that Mrs. Sarto had made some programming changes with Genesis.
- Mrs. Gadaleta informed the Board that the Week of Respect was kicked off at the Spirit Meeting, which was held outside last Friday. Mrs. Gadaleta noted that the Student Council had a fundraising event which raised \$750 for the recent hurricane victims. Mrs. Gadaleta noted that she was very proud of the students.
- Mrs. Gadaleta informed the Board that for Fire Prevention Month, there would be a fire house safety presentation for the students as well as staff fire extinguisher training.
- Mrs. Gadaleta noted that next Friday would be a pink day to promote breast cancer awareness.

- Mrs. Gadaleta informed the Board of a Caldwell Patch article which listed elementary schools PARCC testing results in NJ. Essex Fells School was ranked #1 in the state.
- Mrs. Gadaleta explained resolution #4 to the Board regarding the first reading of the new attendance policy addressing 18 days vs. 30 days of absence. The policy will be discussed further. Strauss Esmay is waiting for formal language from the state.
- Mrs. Gadaleta explained that for resolution #3, Adi & Santiago would be coming in on the 1st and 3rd Saturday's of the month for the Recreation Basketball Program.
- Mrs. Gadaleta explained resolution #5, as a new service provider was needed.

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): John Trogani
 Event: The Dynamic General Music Classroom Workshop
 Location: Mansion at Mountain Lakes, NJ
 Date: 10/9/17
 Cost: \$85.00

Staff Member(s): Sara Christopher, Monica Craveiro, Susan Hacker, Katie McNish
 Event: New Jersey Science Convention
 Location: Marriott at Princeton, NJ
 Date: 10/24/17
 Cost: \$209.72 Total per person (\$175.00=Fee + \$34.72=Mileage)

Staff Member(s): Kimberly Trafford
 Event: New Jersey Association of School Librarians Convention
 Location: Long Branch, NJ
 Date: 11/16-17/17
 Cost: \$150.00

Staff Member(s): Kristin Gann
 Event: PRISM Workshop/NGSS
 Location: MSU
 Date: 11/17/17
 Cost: \$150.00

Staff Member(s): Kristin Gann
 Event: Reducing Recurring Classroom Behavior Problems Workshop
 Location: Wilshire Grand Hotel, West Orange, NJ
 Date: 12/1/17
 Cost: \$259.00

Staff Member(s): Deana Hromoko, Rosalie Takkel
 Event: NGSS: Beyond the Basics K-5 Workshop
 Location: MSU
 Date: 12/1/17
 Cost: \$150.00 per person

Staff Member(s): Sara Christopher, Noell Gomez
Event: Special Education/Math Conference
Location: Ramada Plaza Hotel & Conference Center, Monroe Township, NJ
Date: 12/6/17
Cost: \$182.95 Total per person (\$154.00=Fee + \$28.95=Mileage)

Staff Member(s): Katie MacKenzie
Event: Next Generation Science Standards Workshop
Location: New Brunswick, NJ
Date: 12/11/17
Cost: \$249.00

Staff Member(s): Kristen Kowalski
Event: Conquer Math: Number & Operations – Fractions Part 1
Location: Fairfield, NJ
Date: 12/15/17
Cost: \$145.00

Staff Member(s): Candice Fitzgerald, Molly Livio
Event: NGSS–Aligned Engineering Challenges for Elementary Students K-5
Location: MSU
Date: 12/15/17
Cost: \$150.00 per person

Staff Member(s): Monica Craveiro
Event: Conquer Math: Differentiation Workshop
Location: Fairfield, NJ
Date: 12/18/17
Cost: \$145.00

Staff Member(s): Noell Gomez
Event: Conquer Math: SpEd Workshop
Location: Pompton Plains, NJ
Dates: 11/3/17, 12/11/17, 1/4/18, 2/14/18, 3/2/18
Cost: \$762.20 Total (\$145.00 per workshop=Fees; \$7.44 per trip=Mileage)

Moved by: Seconded by:

Ayes: Nays:

- 2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following substitute for the 2017-2018 school year, at \$85/day, pending the usual criminal history and background check for new hires*:

Sarah Bradley* Teacher

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 Use of Facilities requests for the 2016-2017 school year:

EFRD – Youth Basketball Program, Grades 3-6
 Gym, Saturdays, 9:00am-12noon
 2017: Nov. 18, Dec. 2 & 16;
 2018: Jan. 6 & 20, Feb. 3 & 17, March 3

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:

P & R 5200 Attendance
 P & R 5410 Promotion and Retention

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 services of *The Ambulatory Care Center at St. Barnabas – Hearing & Cranial Facial Center* for the 2017-2018 school year for the following evaluations:

1 Auditory Processing Evaluation **\$700.00**
 1 Audiological Evaluation **\$500.00**

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

VIII. Business Administrator’s Report

- None

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 7/12/17
 Executive Session Minutes 7/12/17
 Workshop Meeting Minutes 9/6/17
 Executive Session Minutes 9/6/17

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 \$173,885.22, 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

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

- Mrs. Gadaleta reported to the Board that all but 11 Address/Residency certifications had been received at this time. Follow ups will be made as the Board continues to adhere to policy.
- Mrs. Gadaleta noted that the Blackboard system is used for the Week at a Glance. EFS has reached out to Newark Academy regarding their using a newsletter format within Blackboard.

XI. New Business / Board Discussion

- The Board clarified the December meeting dates. The Board will meet on December 6th. There will be no December 20th meeting.
- Mr. Lella noted that at the November 11th meeting there will be a presentation by NJSBA in executive session regarding current negotiation trends. Mrs. Drogin will not be able to attend the meeting.

- The traffic study quote was discussed in the Superintendent’s Report.
- Mrs. Gadaleta reviewed with the Board examples of HIB vs. Code of Conduct. Mrs. Gadaleta will review the policies further with the attorney. The Board discussed what the procedure is regarding HIB vs. COC.

XII. Public Comment

- Mrs. Skopak thanked the Board for their time and thoughts regarding the rolling pick up. Mrs. Skopak noted that the process had improved along with the assistance of the EFPD, and that the PTA is still searching for more volunteers. Mrs. Skopak noted that the PTA is invested in the rolling pick up and could possibly assist with the cost of the traffic study.

XIII. Adjournment

BE IT RESOLVED that this public meeting of the Board of Education be adjourned at 8:15 pm. The next **Workshop Meeting** will be held on **Wednesday, November 1, 2017**, at 7:30 P.M. in the Superintendent’s Office. The next **Regular Meeting** will be held on **November 15, 2017**, at 7:30 P.M., in the Media Center.

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

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
TOTAL		228	116	112
Out-of-District		3*		
FINAL TOTALS		231		

*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	
November		
December		
January		
February		
March		
April		
May		
June		

HIB / V&V Report

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