

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a Workshop Meeting on October 3, 2018, in the Superintendent’s Office of the Essex Fells School. The meeting was called to order by Board President Mrs. Drogin at 7:31 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 September 17, 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 the Board President.

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 – Present

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

III. Flag Salute

- The flag salute was led by the Board President

IV. Public Comment on Agenda Items Only

- None

V. Buildings & Grounds

- The Sidewalk upgrade at Essex Road and Hilltop will be discussed at the next meeting.
- Mrs. Gadaleta informed the Board that she and Mr. Lella had met with FKA Architects, DRG Architects, Dan Dressel and EI Associates for the position of architect of record for the Essex Fells School. A resolution will appear on the October 17th agenda.

VI. Curriculum & Instruction

- Mrs. Gadaleta informed the Board of updated guidance received from NJDOE regarding the required minutes for PE, Health and recess.
- Mrs. Gadaleta provided the Board with upcoming possible field trip locations. The list will be finalized at a future meeting date.
- Mrs. Gadaleta explained to the Board that the current 6th grade was planning on configuring as 1 class, however with 5 new students in the grade they will go back to 2 separate classes. The 6th grade currently now has 25 students.
- Mrs. Gadaleta noted that the State Standardized Assessment Notification was on the district website.

VII. Finance

- Mr. Lella informed the Board that the 2017-18 Audit would begin the 3rd week of October.
- Mr. Lella noted the Superintendent Tuition Transfer Credit Resolution as well as a correction to the amount from the September 5th reimbursement resolution, as the numbers were transposed.
- Mr. Lella reported to the Board that the 2018-19 Preschool Refunds had been sent out. 8 families received refunds.

VIII. Policy

- Mrs. Gadaleta updated the Board as to updating Policy 5500 – Expectations for Pupil Conduct – to reflect changes to our Student Parent/Handbook.

IX. Personnel (Public Items only)

- Mr. Lella informed the Board that he received a check from NJSIG for a portion of salary reimbursement due to a staff member being out on Workers Compensation.

X. Superintendent's Report

- Mrs. Gadaleta asked if the Board was still interested in the Community Discussion with the PTA and EFFEE. The Board decided there will be 1 meeting in November due to availability, on November 14th. The Community Discussion will take place at 7 pm on the 14th, with the regular BOE meeting beginning at 7:30 pm. The purpose of the meeting will be to give the community the ability to ask questions to the PTA, EFFEE and BOE Presidents, as all 3 groups continue to work together to provide the best environment for the children of Essex Fells.
- Mrs. Gadaleta informed the Board that she will be researching photographers for school pictures, as some sensitive feedback was brought to her attention regarding the school photo day.
- Mrs. Gadaleta updated the Board on topics discussed at her Superintendent Consortium Meetings. Mrs. Gadaleta noted the wide range of topics for staff professional development.

XI. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01-08.

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): Michelle Barshay, Debbie Emma, Katie MacKenzie
Event: Wilson Reading System 4th Edition Institute
Location: Saddle Brook Marriott, Saddle Brook, NJ
Date: 10/16-17/18
Cost: \$467.60 (fee - \$449.00 + mileage - \$18.60) per person

Staff Member(s): Jeanine Whitman
Event: Managing Anxiety & Depression Among Students Workshop
Location: Mayfair Farms
Date: 10/24/18
Cost: \$0

Staff Member(s): Ashley Messer
Event: Immunization Review Workshop
Location: Livingston, NJ
Date: 10/26/18
Cost: \$0

Staff Member(s): Steve Lella
Event: NJSIG Subfund Meeting
Location: Teaneck Marriott, Teaneck, NJ
Date: 11/2/18
Cost: \$0

Staff Member(s): Katie MacKenzie
Event: Creating Health & Balance in Today's Classroom Training
Location: Tenafly, NJ
Date: 11/16-18/18, 12/1-2/18
Cost: \$1,770.00

Staff Member(s): Jaclyn Franzi, Lauren Geleailen
Event: Strengthen Your Special Needs Students' Executive Function Skills Workshop
Location: Wilshire Grand Hotel, West Orange, NJ
Date: 11/20/18
Cost: \$259.00 per person

Staff Member(s): Judi Reynolds
Event: Over 75 Quick, On the Spot Techniques for Children and Adolescents with
Emotional and Behavioral Problems Workshop
Location: Sheraton Parsippany Hotel, Parsippany, NJ
Date: 11/29/18
Cost: \$206.22 (fee - 199.99 + mileage - \$6.23)

Staff Member(s): Laurie Fischer
Event: Self-Regulation & Executive Functioning Skills Workshop
Location: Livingston, NJ
Date: 12/1-2/18
Cost: \$435.00

Staff Member(s): Kimberly Trafford
Event: NJASL 2018 Fall Conference
Location: Long Branch, NJ
Date: 12/2-4/18
Cost: \$175.00

Staff Member(s): Catherine Codella, Jeanine Whitman
Event: Mental Health Issues in the Classroom
Location: Hilton Garden Inn, Edison/Raritan Center
Date: 12/7/18
Cost: \$229.79 per person (fee - \$199.99 + mileage - \$29.80)

Staff Member(s): Lisa Massaro
Event: Conquer Mathematics
Location: Pompton Plains, NJ
Date: 12/10/18, 1/17/19, 3/14/19
Cost: \$465.00

Staff Member(s): Judi Reynolds
Event: Best Instructional Strategies for Challenging/Motivating Your Gifted/Talented
Students Workshop
Location: Wilshire Grand Hotel, West Orange, NJ
Date: 12/11/18
Cost: \$270.98 (fee - \$269.00 + mileage - \$1.98)

Staff Member(s): Candice Fitzgerald
Event: Effectively Dealing with Disruptive Students Workshop
Location: Wilshire Grand Hotel, West Orange, NJ
Date: 12/17/18
Cost: \$269.00

Staff Member(s): Laura Brutman
Event: Yoga and Mindfulness in the Classroom Workshop
Location: Fairfield, NJ
Date: 1/30/19

Cost: \$199.99

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 Use of Facilities Request for the following:

Brownies Monthly Meeting
Gymnasium, 3:05-4:00pm
Fridays: 10/5/18, 11/2/18, 12/7/18, 1/4/19, 2/8/19, 3/1/19, 5/3/19

EFRD Youth Basketball Program Grades 3-6
Gymnasium, 4:30-7:45pm
Monday-Friday: 11/12/18-3/15/19 (will adjust for school functions)
* Some Saturday mornings – dates: TBD

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 following student teacher from Montclair State University:

Student Observer: Allison Smeriglio
Cooperating Teacher: Candice Fitzgerald
Fall 2018 Semester, 1 day/week-3 hours/day

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

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the substitute list for the 2018-2019 school year, at \$90/day, pending the criminal history/background check and “Pass the Trash” documentation:

Jackie Savarese Teacher
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, the contract for nursing services with Bayada Home Health Care, Inc. for the 2018-2019 school year.

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 attached list of possible Field Trip locations for the 2018-2019 school year.

NOTE: List attached

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

7. **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:

P&R 1613 Disclosure and Review of Applicant's Employment History (New)
P 5512 Harassment, Intimidation, and Bullying (HIB) (M) (Revised)
P&R 5561 Use of Physical Restraint and Seclusion Techniques for Students
with Disabilities (Revised)
P 8561 Procurement Procedures for School Nutrition Programs (M) (Revised)

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

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the services of Carol Flippen, OT, on an as-needed basis to cover Occupational Therapy Services in the absence of Lori Franklin, OT, OT Kids Connection, for the 2018-2019 school year.

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

XII. Business Resolutions

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

1. **RESOLVED** that the Board of Education approves bills and claims for October in the total amount of \$222,159.34 as certified by the Business Administrator/ Board Secretary.

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

2. **RESOLVED** that the Board of Education approves the additional transfer of funds for the month of June 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

3. **RESOLVED** that the Board of Education accepts and approves the tuition reimbursement credit transfer for Michelle V. Gadaleta in the amount of \$600.00.

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 4

Nays: 0

*Mrs. Tedesco abstained

XIII. Public Comment

- None

XIV. Resolution to Enter Executive Session

The Board convened in Executive Session at 7:55 P.M. to discuss the Architect RFP. 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

XV. Adjournment

At 8:25 pm the Board of Education made a motion to adjourn. The next workshop meeting will be on October 7, 2018 in the Media Center.

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 5

Nays: 0

Respectfully submitted,

Mr. Steven J. Lella
Business Administrator/
Board Secretary