

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a workshop session on October 4, 2017, 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 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 September 7, 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 – 7:30 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. Debra Tedesco – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; and Mr. Steven J. Lella, Business Administrator/Board Secretary; 2 staff members; 3 members of the public; 1 reporter from The Progress.

III. Flag Salute

- The Board Secretary led the salute to the flag.

IV. Public Comment

- Mrs. Skopak shared feedback from the PTA regarding rolling pick up. Mrs. Skopak noted that there had been 2-3 volunteers per day and some of the issues they were dealing with were: children running over to the playground; people arriving too early on Essex Road and blocking driveways; people getting out of their vehicle or parking in the rolling pick up line; drivers don't always pull all the way up to the designated cone; parents are getting out of their vehicle to buckle in their child when the child is supposed to be able to do this on their own; not using name tags in the windshield.
- Mrs. Skopak noted that the teaching staff has been helpful with organizing the children. Mrs. Skopak did note that some of the volunteers have gotten frustrated due to the fact that some individuals in the pickup line (not necessarily parents) don't always listen to or follow the procedures. The PTA doesn't expect Mrs. Gadaleta to have to be out each day to supervise the pickup.

V. Buildings Grounds

- Mrs. Gadaleta wanted to make the Board aware of the increase in the use of facilities requests. Mrs. Leggett now needs to maintain a separate calendar of all the events and spacing is becoming limited.
- Mrs. Gadaleta noted that the Tiny Treasurers enrollment has increased to 30 students and has been utilizing the gymnasium. The Foundation may need the gymnasium in the winter for silly sports. A rolling partition for the gym will be researched.
- The recreation department has requested using the gymnasium for basketball on Saturday's. They would be willing to pay EFS custodians, but did not want them to feel obligated or that it had to be every weekend. Mrs. Gadaleta will ask Mr. Sulistyio his availability. Mrs. Tedesco noted that Mrs. Lombardy had informed her any Saturdays would be appreciated.
- The West Essex Football club amended their use of facility request to include Wednesday afternoons upon field availability.

VI. Curriculum & Instruction

- Mrs. Gadaleta noted that October 9-13 is Week of Respect / School Violence Awareness Week. There will be a special program during spirit week with Mrs. Codella.
- Mrs. Gadaleta reported to the Board that there were 2 HIB incidents. Both were unfounded. Mrs. Codella addressed the two grades involved and Mrs. Gadaleta would address at the spirit meeting.
- Mrs. Gadaleta noted to the Board that she had been keeping track of the field trip requests.
- Mrs. Gadaleta reported to the Board of a memo she received from the DOE regarding new state science assessments. There is limited information available from the state at this time. The testing will be computer based for 5th grade.
- Mrs. Gadaleta informed the Board of an HIB incident that occurred at West Essex involving past EFS graduates. Mrs. Gadaleta noted how the district will continue to incorporate cultural sensitivity education about other nationalities and countries.
- Mrs. Gadaleta stated that the EFS teaching staff had revamped their Back to School Night presentations to be more interactive with the parents. Mrs. Gadaleta asked the Board if they had received any feedback. Mrs. Tedesco noted they were great, and Mrs. Huegel said they were quite impressive.
- Mrs. Gadaleta informed the Board that she had received information from the Essex Regional Education Services Commission regarding alternative schooling for chronic absenteeism. The change in absenteeism day's criteria will affect EFS rankings.
- Mrs. Gadaleta informed the Board of a state mandate to post the assessment schedules on the district website. Mrs. Gadaleta will be available to speak to anyone who has questions about the testing (DRA, Aimsweb etc.).

VII. Finance

- Mr. Lella informed the Board that the 2016-17 school year audit would begin on October 5th.
- The EFTA calendar case will be discussed further in Executive Session, but Mr. Lella noted that the case/appeal had been dismissed. Over the 2 year case period, approximately 19k in legal costs were incurred.
- Mr. Lella informed the Board of an OPRA request received by Mrs. Gadaleta from the Parents Foundation for Education based in Texas. Mr. Lella noted that due to the uniqueness of the request he had contacted the Board Attorney for guidance. Many districts had received the same request and the attorney was preparing a response.

VIII. Policy

- Mrs. Gadaleta noted that policy will be reviewed at a future meeting. Mrs. Gadaleta informed the Board of a memo in their packets from the attorney regarding residency policy for Board review.

IX. Personnel

- None

X. Old Business/Board Discussion

- Mrs. Gadaleta discussed with the Board an article in an online paper regarding Caldwell Borough issues with the EFS rolling pick up. Mrs. Gadaleta noted that the current procedure was planned by the EFPD as the original procedure was not approved by the EFPD due to traffic and safety concerns. Mrs. Gadaleta noted that the EFPD will continue to work with her and address the concerns with Caldwell. The Board discussed further possible solutions, including a potential temporary suspension of the rolling pick up until further discussions can be had with the town. The Board recognized how hard the PTA volunteers were working to make the procedure work despite the enforcement issues.
- Mrs. Gadaleta reiterated that there was correspondence in the Board packets from the attorney regarding residency policy.
- Mrs. Gadaleta discussed the new WAAG Bulletin format and if there was any feedback. The Board noted that they did like the 1 page bulletin but noted it could be difficult to see when displayed on a phone.

XI. New Business / Board Discussion

- Mrs. Gadaleta reported on last year's spring NJASK scores, which was last year's 4th grade and now the current 5th grade. Mrs. Gadaleta noted the exceptional results, including 7 perfect scores. The Board voiced their pleasure.
- Mrs. Gadaleta reported to the Board the transportation issues the consortium had been dealing with since the beginning of the school year with the Essex Regional Education Service Commission. The lack of school bus drivers, routes and communication were discussed. Mrs. Gadaleta noted that the EFS district was being fiscally responsible transporting the 3 out of district placements we currently have, reducing costs by 35k.
- Mrs. Gadaleta reported to the Board the events of the October 9th Professional Development Day. There will be a staff team building exercise in the morning, followed by a presentation by the EFPD, a school law update by Stephen Fogarty, and trainings provided by Newsela and NWP. The Board agreed to offer the EFPD and law update presentations to the district substitute teachers.
- Mrs. Gadaleta informed the Board that she would be having monthly a meeting with the EFPD to keep updated on issues town related to the school.

XII. 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): Ashley Messer
Event: Show Me CPR – ACLS + PALS Training
Location: Wayne, NJ
Date: 9/24/17
Cost: \$300.00

Staff Member(s): Ashley Messer
Event: Obesity & Diabetes in Schools Workshop
Location: Morristown Medical Center
Date: 10/9/17
Cost: \$40

Staff Member(s): Jaclyn Franzi
Event: Increase the Engagement – Success of Students Who Are Unmotivated and Struggling Workshop
Location: Wilshire Grand Hotel, West Orange, NJ
Date: 10/23/17
Cost: \$249.00

Staff Member(s): Judi Reynolds
Event: Strategies to Rewire the Brain and Change Behavior Workshop
Location: Sheraton Parsippany Hotel
Date: 11/2/17
Cost: \$205.51 (\$199.99 + \$5.52 mileage)

Staff Member(s): Catherine Codella
Event: Art Therapy with challenging Children Training
Location: Sheraton Edison
Date: 12/6/17
Cost: \$199.99

Staff Member(s): Lisa Massaro
 Event: NGSS: Beyond the Basics K-5 Workshop
 Location: MSU
 Date: 12/1/17
 Cost: \$150.00

Staff Member(s): Jackie Castellano
 Event: NJECC
 Location: MSU
 Dates: Fridays - 9/29/17, 10/20/17, 11/17/17, 12/15/17, 1/9-11/18, 2/23/18,
 3/16/18, 4/20/18, 5/18/18, 6/7/18(Thurs)
 Cost: \$0

Staff Member(s): Jackie Castellano
 Event: GT County Meetings
 Location: Various
 Dates: Start at 1:00pm - 9/15/17, 12/1/17, 1/19/18, 3/9/18, 6/8/18(all day)
 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:

Boy Scouts of America – Recruitment Meeting
 Media Center, 3:05pm–4:30pm 9/18/17

Brownie Troop #20471
 Media Center, 3:05pm–4:15pm 10/13/17, 11/17/17, 12/8/17, 1/12/18,
 2/9/18, 3/16/18, 5/18/18

Girl Scout Troop 20410
 Science Room #105, 3:10pm–4:30pm 10/13/17, 11/3/17, 12/1/17, 2/2/18,
 3/2/18, 5/4/18, 6/1/18

Cub Scout Pack 321
 Grade 4 Room #109, 3:15pm–4:30pm 10/16/17, 11/6/17, 12/4/17, 1/8/18,
 2/5/18, 3/5/18, 4/9/18, 5/7/18, 6/4/18

EFRD – Youth Basketball Program, Grades 3-6
 Gym, 4:30pm–7:45pm, Monday-Friday 11/13/17-3/15/18
 (will adjust for school functions)

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 substitute for the 2017-2018 school year, at \$85/day, pending the usual criminal history and background check for new hires*:

Anna Marzella * Teacher

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 second reading and adoption of the following policies:

- P & R 1240 Evaluation of Superintendent (M) (Revised)
- P 1511 Board of Education Website Accessibility (New)
- P & R 3126 District Mentoring Program (Revised)
- P & R 3221 Evaluation of Teachers (M) (Revised)
- P & R 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
- P & R 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
- P & R 3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)
- P & R 3240 Professional Development for Teachers and School Leaders (M) (Revised)
- P & R 5610 Suspension (M) (Revised)
- P 5620 Expulsion (M) (Revised)
- P & R 7424 Bed Bugs (New)
- P 7461 * District Sustainability Policy (New)
- P 8442 Reporting Accidents
- P 8505 * Local Wellness Polity / Nutrient Standards for Meals and Other Foods (M) (Revised)

NOTES: * Policies 7461 and 8505 – not for adoption

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 first reading of the following policies:

- P 2700 Services to Nonpublic School Students (M) (Revised)
- P 5111* Eligibility of Resident/Nonresident Students
- P & R 7100 Long-Range Facilities Planning (M) (Revised)
- P & R 7101 Educational Adequacy of Capital Projects (Revised)
- P 7102 Site Selection and Acquisition (Revised)
- R 7102 Site Selection and Acquisition (New)
- P 7130 School Closing (Revised)
- P 7300 Disposition of Property (Revised)
- R 7300.1 Disposal of Instructional Property (Abolished)
- R 7300.2 Disposal of Land (Revised)
- R 7300.3 Disposition of Personal Property (Revised)
- R 7300.4 Disposition of Federal Property (Revised)

NOTES: * Policy 5111 – revisit for possible revisions

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

XIII. 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:

Regular Meeting Minutes 8/16/17
 Executive Session Minutes 8/16/17

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 September in the total amount of \$206,277.03 as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for August as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$58,821.72 including \$54,680.03 for the gross payroll, \$2,528.91 for the Board’s share of FICA/Medicare and \$1,612.78 for the State’s share of FICA/Medicare.

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 \$314,322.19 including \$292,812.55 for the gross payroll, \$3,680.56 for the Board’s share of FICA/Medicare and \$16,797.30 for the State’s share of FICA/Medicare.

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

- 3. RESOLVED** that the Board of Education approves the transfer of funds for the month of August 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

- 4. RESOLVED** that the Board of Education approve appropriating additional fiscal year 2017 Extraordinary Aid funding to the 2017-18 school budget in the amount of \$29,328 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 2016-17 school budget and received an award of Extraordinary Aid in the amount of \$29,328; 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. Drogin

Ayes: 5 Nays: 0

XIV. Public Comment

- Mrs. Skopak stated that asking for EFPD involvement with rolling up would be much appreciated. She also noted that one day last week, there was a car parked in the no parking area during pick up.

XV. Resolution to Enter Executive Session

The Board convened in Executive Session at 9:05 P.M. to discuss legal matters. The Board exited the Executive Session at 9:52 P.M. and returned to the Workshop Meeting. 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. Drogin

Ayes: 5 Nays: 0

XVI. Adjournment

At 9:52 P.M. the Board of Education made a motion to adjourn.

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

Ayes: 5 Nays: 0

Respectfully submitted,

Mr. Steven J. Lella
Business Administrator/
Board Secretary