

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a workshop session on November 15, 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 November 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 – 7:32 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 - absent
 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; 1 reporter from The Progress, Robert Greitz from NJSBA.

III. Flag Salute

- The Board President led the salute to the flag.

IV. Public Comment

- None

V. President's Report

- None

VI. Superintendents Report

- Mrs. Gadaleta provided the Board with dates for field trips for the 2017-18 school year. Mrs. Gadaleta explained some of the trips.
- Mrs. Gadaleta informed the Board of correspondence she had received from the NJ Department of Health regarding the raising of the smoking age in the state.
- Mrs. Gadaleta reported to the Board that at the moment 29 families had yet to log into the grading portal. Mrs. Gadaleta noted that since parent-teacher conferences were the day before the portal opened that most families probably felt comfortable that they had received enough information from the conferences.
- Mrs. Gadaleta informed the Board that the consortium had received correspondence from Centenary University to enter into a professional development partnership. There would be no cost to join the partnership and EFS would receive PD discounts.

VII. 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 Codella, Jeanine Whitman
Event: Anxiety in the Classroom Workshop
Location: Holiday Inn, South Plainfield, NJ
Date: 11/29/17
Cost: \$220.33 Total per person (Fee- \$199.99; Mileage- \$21.33)

Staff Member(s): Laurie Fischer
Event: Conference for School-Based Speech-Language Pathologists
Location: New Brunswick, NJ
Date: 11/30/17-12/1/17
Cost: \$477.08 Total (Fee-\$425.00 Mileage-\$52.08)

Staff Member(s): Michelle Liebler
Event: NGSS – Aligned Engineering Challenges for Elementary Students K-5
Location: MSU
Date: 12/15/17
Cost: \$150.00

Staff Member(s): Jaclyn Franzi, Susan Hacker
Event: Strengthening Guided Math Instruction
Location: Wilshire Grand Hotel, West Orange, NJ
Date: 1/10/18
Cost: \$249.00 per person

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 second reading and adoption of the following policies:

- P 2700 Services to Nonpublic School Students (M) (Revised)
- P & R 7100 Long-Range Facilities Planning (M) (Revised)
- P & R 7101 Educational Adequacy of Capital Projects (Revised)
- ~~P 7102 Site Selection and Acquisition (Abolished)~~
- ~~R 7102 Site Selection and Acquisition (Abolished)~~
- ~~P 7130 School Closing (Abolished)~~
- 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)

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 submission of *A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials* to the Essex County Office of Education for the 2017-2018 school year.

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, Child & Adolescent Psychiatry – Bryan Fennelly, for psychiatrist evaluations at the following:

Regular Evaluations \$665.00 each
 Emergency Evaluations \$715.00 each

Moved by: Dr. LoCascio Seconded by: Mrs. Huegel
 Ayes: 4 Nays: 0

VIII. Business Administrator’s Report

- Mr. Lella introduced Mr. Robert Gretiz of NJSBA, who will be presenting to the Board during the Executive Session.
- Mr. Lella informed the Board that Mrs. Buccino had won the election for the open Board member position for the 2018-2020 term.
- Mr. Lella informed the Board that the 2018-19 Budget process was underway. He will provide the Board with a draft budget calendar at the December meeting.
- Mr. Lella noted to the Board that he anticipated having copies of the 2016-17 audit for the December workshop.

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:

Workshop Meeting Minutes 10-4-17
 Executive Session Minutes 10-4-17

Moved by: Dr. LoCascio Seconded by: Mrs. Huegel
 Ayes: 4 Nays: 0

- 2. **RESOLVED** that the Board of Education approves the bills and claims for November in the total amount of **\$108,296.86**, as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for October as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$316,230.82 including \$295,074.29 for the gross payroll, \$4,421.30 for the Board’s share of FICA/Medicare and \$16,735.23 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 month of August;

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 October 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

X. Old Business/Board Discussion

- Mrs. Gadaleta noted that the rolling pick up had been running smoothly in the PM, and that the minor issues in the AM would be addressed.
- Mrs. Gadaleta notified the Board of an email received from a resident regarding the construction to their property. The matter will be discussed in Executive Session.
- The Board discussed policy.
 - The attorney will prepare revisions to the language regarding construction and building of new homes in the residency policy
 - Mrs. Gadaleta will have the attendance policy adjusted to reflect the new ESSA guidelines for attendance and promotion/retention. Student attendance will continue to be monitored throughout the year.
- Mrs. Gadaleta informed the Board that she had received very little information from the state regarding the State Science Assessment Update. Mrs. Gadaleta did note that the assessment will become digital rather than hands on.
- Mr. Lella informed the Board that he has not heard back yet from the vendor regarding the funnel ball equipment damage.

XI. New Business / Board Discussion

- Mrs. Gadaleta informed the Board that discussion had begun within the consortium regarding the 2018-19 school year calendar. West Essex was currently proposing to return in August. Mrs. Gadaleta noted that EFS and the other districts would like to return after the holiday. West Essex will review their calendar further.

XII. Public Comment

- None

XIII. Resolution to Enter Executive Session

The Board convened in Executive Session at 7:49 P.M. to discuss personnel, negotiations and legal matters. The Board exited the Executive Session at 10:08 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. Huegel
Ayes:	4	Nays:	0

XIV. Adjournment

BE IT RESOLVED that this public meeting of the Board of Education be adjourned at 10:08 pm. The next **Workshop Meeting** will be held on **Wednesday, December 6, 2017**, at 7:30 P.M. in the Media Center. The next **Regular Meeting** on **December 20, 2017**, has been cancelled.

Moved by:	Dr. LoCascio	Seconded by:	Mrs. Huegel
Ayes:	4	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	Shelter in Place 10/25/17
November	11/7/17	
December		
January		
February		
March		
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	10/18/17	11/15/17								
TOTAL # of Reported Incidents	2	0								
Number of Unfounded Incidents	2	0								
Number of Founded Incidents	0	0								
Violence & Vandalism Incidents	0	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