

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a regular session on December 14, 2016, in the Media Center of the Essex Fells School. The meeting was called to order by the Board President, Mrs. Carol D'Alessandro at 7:30 PM. Mrs. 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 29, 2016. 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. Deborah Tedesco – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; Mr. Steven J. Lella, Business Administrator/Board Secretary; 19 members of the public.

III. Flag Salute

- The Board President led the salute to the flag.

IV. Public Comment on Agenda Items

- No comment.

V. President's Report

- Mrs. D'Alessandro noted that she had a great day in Trenton with Mrs. Gadaleta as Essex Fells School was recognized by the State as a Blue Ribbon Award School. Mrs. D'Alessandro said she was very proud of the district.

VI. Superintendent's Report

- Mrs. Gadaleta honored the 5 students who went above and beyond expectations on the PARCC and NJASK testing. 3 students, Delaney Piccoli, Sarah Chodorcoff and James Balsamo, scored a perfect 300 on NJASK, while Ivie Drogin and Emily Zarr scored 800 on PARCC. Mrs. Gadaleta noted how proud she was of the students.

The 19 members of the public left the meeting @ 7:38 pm.

- Mrs. Gadaleta commented on the NJASA Vision 2020 article and what the NJ education goals are throughout the state. Mrs. Gadaleta feels that the goals mentioned are part of what we attempt to do every day at Essex Fells School.
- Mrs. Gadaleta reported on the NJQSAC Equivalency Application. The district was given a waiver application for the upcoming NJQSAC review, however it was later discovered that the district had submitted the Student Register Summary (SRS – student attendance report) a few days late. The district therefore had to approve an SRS action plan to apply for the waiver. Mrs. Gadaleta explained that this report is due in the summer, and due to the small staff size and summer vacation schedules of staff, did not allow for the report to be submitted on time. Going forward summer staff schedules will be adjusted accordingly to address summer reporting. Mrs. Gadaleta provided a brief explanation of what the QSAC process is.

- Mrs. Gadaleta reported to the Board the district's first HIB founded incident. Mrs. Gadaleta noted that this incident needs to be reported to the Board and that Mrs. Codella has been addressing the situation. The HIB process was explained to the parents and the parents have been very understanding and receptive. Mrs. Gadaleta noted that the child felt that they were not acting in a hurtful manner, that this was an unintentional act and the child was not aware. Mrs. Gadaleta noted that both sets of parents would be receiving a letter regarding the investigation. The Board discussed.
- Mrs. Drogin asked about Superintendent Resolution #7 regarding Nurse substitute services. Mrs. Gadaleta explained that this would be in place to cover the district in the event that the 2-3 usual substitutes are not available. Mrs. D'Alessandro asked about Superintendent's resolutions #5 & 6. Mrs. Gadaleta noted that the district has been starting to need different special services so that we can meet the needs of our children. Mrs. Gadaleta noted there is money in the CST budget to cover these funds for 2016-17 and will be addressed further in the 2017-18 budget.

VII. Superintendent's Resolutions

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

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
 Event: Number & Operations – Fractions Workshop
 Location: Conquer Mathematics, Fairfield, NJ
 Date: 12/14/16
 Cost: \$135.00

Staff Member(s): Molly Livio, Deana Hromoko, Lisa Massaro,
 Katie MacKenzie, Jaclyn Franzi,
 Monica Craveiro, Sara Dalton
 Event: 2017 Curriculum Writing Workshop
 Location: Conquer Mathematics, Fairfield, NJ
 Date: 12/22/16
 Cost: \$TBD

Staff Member(s): Kristin Gann, Molly Livio
 Event: Enhancing Your Reading & Writing Instruction Workshop
 Location: Wilshire Grand Hotel, West Orange, NJ
 Date: 1/13/17
 Cost: \$245.00

Staff Member(s): Katie MacKenzie
 Event: Guided Math - Strategies to Differentiate Math
 Instruction Workshop
 Location: Best Western Plus, Fairfield, NJ
 Date: 1/30/17
 Cost: \$225.00

Staff Member(s): Judi Reynolds
 Event: Section 504 in NJ Workshop
 Location: Holiday Inn, Hasbrouck Heights, NJ
 Date: 2/6/17
 Cost: \$199.99

Staff Member(s): Marisa Burger
 Event: Helping the Struggling Learner Conference
 Location: Ramapo College of NJ
 Date: 3/13/17
 Cost: \$115.00

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:

Winter Enrichment 2017

X-Box Programming, Grades 3-5
 Media Center, 3:15-4:25pm
 Tuesdays: 1/24, 1/31, 2/7, 2/14, 2/28, 3/7

Winter Crafts, Grades K-2
 Room 103, 3:15-4:25pm
 Tuesdays: 1/24, 1/31, 2/7, 2/14, 2/28, 3/7

Silly Sports, Grades 1-3
 Gymnasium, 3:05-4:25pm
 Tuesdays: 1/24, 1/31, 2/7, 2/14, 2/28, 3/7

Cooking, Grades K-2
 Room 104, 3:15-4:25pm
 Thursdays: 1/26, 2/2, 2/9, 2/16, 2/23, 3/2

Chess, Grades 3-6
 Media Center, 3:15-4:25pm
 Thursdays: 1/26, 2/2, 2/9, 2/16, 2/23, 3/2

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 additions to the 2016-17 Substitute Teacher List, pending the usual Criminal History and Background Check:

Kristen Kowalski	Teacher \$85/day
Christina Merritt	Nurse \$125/day
Michelle Missonellie	Teacher \$85/day
Gabriella Tornatore	Teacher \$85/day

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 NJQSAC - School Register Summary action plan letter to be submitted to the NJDOE.

NOTE: Letter attached

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, 25 additional hours for Occupational Therapy services by Lori Franklin, for the 2016-17 school year.

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

6. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, 35 additional hours for BCBA services by Meg Lipper, for the 2016-17 school year.

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

7. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, contracting with Delta-T Group for Nurse Substitute Services for the 2016-17 school year.

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

VIII. Business Administrator’s Report

- No report.

IX. Business Resolutions

RESOLVED that the Board of Education approves Business Resolutions #01 – 04.

I. RESOLVED that the Board of Education accepts the minutes of the following meetings:

Workshop Minutes	11/2/16
Regular Meeting Minutes	11/16/16

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

II. RESOLVED that the Board of Education approves the bills and claims for December in the total amount of **\$146,224.50**, as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for November as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$305,821.52 including \$285,466.39 for the gross payroll, \$4,446.05 for the Board’s share of FICA/Medicare and \$15,909.08 for the State’s share of FICA/Medicare.

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

III. 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 October;

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

IV. RESOLVED that the Board of Education approves the transfer of funds for the month of November 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

V. Old Business / Board Discussion

- Mr. Lella reminded the Board that at the January Reorganization meeting a new President and Vice President will need to be appointed.
- Mr. Lella reported to the Board on the meeting with the Architect regarding the roof assessment and HVAC project. The roof on both buildings will need to be addressed within the next 5 years. It was also noted that the tree branches hanging over building #2 need to be maintained. The district will also be moving forward with the gymnasium HVAC project over the summer.

VI. New Business / Board Discussion

- Mrs. Gadaleta noted that additional parking spaces were marked for staff parking in the lower lot to address the shortage of spots in the morning. The 2 handicap parking spots in the lower lot, which are not necessarily located in a convenient location, would be marked as normal spots. To keep in accordance with code, 1 parking spot would be marked as handicap accessible in the upper parking area adjacent to the baseball fields. The district will maintain the 2 handicap accessible parking spaces located between the buildings. The district is required to have 3 handicap accessible parking spaces based on the number of parking spaces on the property. Mrs. Gadaleta also noted that the Tiny Treasurers morning program staff would be permitted to park in the area leading up to the maintenance entrance.
- Mrs. Gadaleta noted that in order to accommodate the staff's request, the building access times would be changed from 7:30 am – 5 pm to 7:15 am – 5:15 pm.
- Mr. Lella discussed the 2015-16 audit reports with the Board members. Reports were sent home last week for the Board members to review.
- Mrs. Gadaleta had asked the Board if they wanted any Blue Ribbon Award apparel.

VII. Meeting Open for Public Comment

- No public comment.

VIII. Resolution to Enter Executive Session

RESOLVED that the Board shall enter into executive session immediately following this meeting 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. Drogin
Ayes:	5	Nays:	0

XIV. Adjournment

At 8:59 P.M. the Board of Education came out of Executive Session and made a motion to adjourn. The next **Reorganization/Workshop Meeting** will be held on **Wednesday, January 4, 2017** at 7:30 P.M. in the Media Center.

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

Enrollment Count 2016-2017

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	13	5	8
Mrs. Quinn/Ms. Burger	PS/PM	12	6	6
Mrs. Gann	KG	12	7	5
Ms. Livio/Ms. Almeida	KL/A	13	7	6
Mrs. Brutman/Mrs. Hromoko	1B/H	17	8	9
Ms. Mitchell	1M	18	8	10
Ms. Adair	2A	18	9	9
Mrs. Massaro/Mrs. Fitzgerald	2M/F	18	10	8
Mrs. Barshay	3B	14	9	5
Ms. Liebler/Mrs. MacKenzie	3L/M	16	10	6
Mrs. Banek	4B	10	4	6
Mrs. Hacker/Ms. Franzi	4H/F	11	3	8
Ms. Cervino/Ms. Brower	5C/B	13	6	7
Ms. Craveiro	5C	12	7	5
Mrs. Buonomo	6B	13	4	9
Ms. Dalton/Ms. Gomez	6D/G	13	3	10
TOTAL		223	106	117
Out-of-District		2*		
FINAL TOTALS		225		

*Total includes 2 out-of-district students.

Fire Drills: 2016-2017

Month	Fire Drill	Emergency Drill
September	9-16-16	Lockdown 9-19-16
October	10-17-16	Lockdown 10-27-16
November	11-16-16	Lockdown 11-29-16
December		
January		
February		
March		
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	9-21-16	10-19-16	11-16-16	12-14-16					
TOTAL # of Reported Incidents	1	0	0	1					
Number of Unfounded Incidents	1	0	0	0					
Number of Founded Incidents	0	0	0	1					
Violence & Vandalism Incidents	0	1	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 Core Curriculum Content 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