

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a workshop session on December 6, 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 7:34 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 – 7:34 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; 3 staff members; 20 members of the public; 2 reporters from The Progress.

III. Flag Salute

- The Board President led the salute to the flag.

IV. Public Comment

- None

V. PARCC / NJASK Recognition

- Mrs. Gadaleta recognized the top scoring students in PARCC and NJASK.
- Mrs. D'Alessandro congratulated the students and staff for their achievement on behalf of the Board.

19 members of the public left the meeting at 7:41pm

VI. Buildings Grounds

- Mrs. Gadaleta informed the Board that she was researching a gym divider to provide space for after school programs. 1 initial proposal received estimated 10k for equipment and installation, but that did not include for electrical. The architect also suggested a stability study of the ceiling. Mrs. Gadaleta also noted her concern with the aesthetics of installing such a device.

VII. Curriculum & Instruction

- Mrs. Gadaleta informed the Board that the Social Studies Consortium Revisions K-6 are now complete. All sending districts in the consortium aligned as close as possible for movement to West Essex. The revisions will be available for Board review.
- Mrs. Gadaleta informed the Board about edTPA, which is a new student teaching requirement for those graduating college. It requires a video recording of the student teacher. Mrs. Gadaleta voiced her concern regarding who records the video and sees it, citing the concern of student safety. Mrs. Gadaleta noted that no districts in Essex County are allowing this to take place as of yet. Mrs. Gadaleta reported to the Board that the district does not have a policy in place at the moment regarding this, and the Board agreed the district will not accept this program at this time and will await further guidance from the state. Mrs. Gadaleta also noted that Caldwell University is requiring this program for student teacher assessment.

VIII. Finance

- Mr. Lella provided the Board with a draft of the budget calendar for the 2018-19 budget. Mr. Lella informed the Board that staff requests are due December 21st, at which time Mr. Lella will meet and discuss the budget line detail with Mrs. Gadaleta in January.

- Mr. Lella provided the Board with copies of the 2016-17 audit for their review. Mr. Lella discussed the report and noted that the district is financially healthy and the audit had no findings/recommendations. Mr. Lella will address any further questions at the January meeting and a resolution will be on the agenda to approve the audit.
- Mr. Lella reported to the Board that the 2018-19 ASSA (Application for School State Aid) had been submitted. Mr. Lella informed the Board that the report is a snap shot of enrollment as of October 15th.

IX. Policy

- The Board discussed Policy 5111 regarding Residency. Mrs. D'Alessandro provided detail of other Board residency policies. The Board agreed the EFS policy is lenient but has typically been addressed on a case by case basis. The Board agreed EFS is a small district and we should keep the district policy as clear and straight forward as possible. The Board agreed the policy will continue to be addressed and revised paperwork will be established at enrollment.

X. Personnel

- Mrs. Gadaleta reported to the Board that she would be working on staffing for the 2018-19 budget. Mrs. Gadaleta will review the number of required paraprofessionals (IEP driven & large class sizes); possible shared services for Spanish; and the STEAM program. Mrs. Gadaleta noted that the Wilson teacher built into the 2017-18 budget has worked really well for the district.

XI. Old Business/Board Discussion

- Mrs. Gadaleta reported that the rolling pick up has been going very well and will continue. The Board agreed there was no reason to discuss further at future meetings unless an issue comes up.
- Mrs. Gadaleta informed the Board that two specific residency cases would be discussed further in Executive Session. Mrs. Leggett has been updating the district files for adequate residency paperwork.
- Mrs. Gadaleta provided the Board a copy of the West Essex 2018-19 calendar for their review. W. Essex will be starting after Labor Day. Mrs. Gadaleta informed the Board that she is still awaiting the 2018-19 PARCC Testing dates. Mrs. Gadaleta noted that she would be keeping the teacher conference schedule the same.
- Mrs. Gadaleta informed the Board that she will continue to meet with the EFPD to discuss community and school safety matters

XII. New Business / Board Discussion

- Mr. Lella reminded the Board that at the January 3rd, 2018 Re-organization Meeting a new Board President and Vice President would need to be appointed.
- Mr. Lella reminded the Board of any trainings that may need to be completed before December 31st, 2017.
- Mrs. Gadaleta updated the Board as to a recent recess injury that had occurred.
- Mrs. Gadaleta informed the Board that on Friday, December 8th, the first marking period concludes. The first set of chronic absenteeism letters will be sent out.
- Mrs. Gadaleta wanted to publicly inform the Board of her intention to begin her Doctoral Studies. Mrs. Gadaleta thanked Dr. LoCascio for writing her letter of recommendation for the program.
- Mrs. Gadaleta briefly explained the nursing substitute resolution, as obtaining nurse substitute services has always been difficult. Mrs. Gadaleta also informed the Board of the lunch issue for the day. The issue was parents had mostly forgotten to place orders for the start of the month.

XIII. 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): Jeanine Whitman

Event: Observation
Location: Reed Academy
Date: 11/22/17
Cost: \$9.86=mileage

Staff Member(s): Dorotea Banek
Event: Essex County Curriculum and Instruction Roundtable
Location: Salugo Bistro, Verona, NJ
Date: 11/29/17
Cost: \$0

Staff Member(s): Ashley Messer
Event: Brain Health Workshop
Location: Fairfield, NJ
Date: 1/19/18
Cost: \$84.00

Staff Member(s): Lauren Geleailen
Event: Primary Phonics Workshop
Location: TCNJ
Date: 1/23 & 24/18
Cost: \$695.40 (\$658.00=Workshop + \$37.40=Mileage)

Staff Member(s): Laura Quinn
Event: Increase Your Students' Learning Workshop
Location: West Orange, NJ
Date: 1/30/18
Cost: \$259.00

Staff Member(s): Michelle Liebler
Event: Significantly Strengthen Your STEM Instruction Using Project Based Learning Workshop
Location: Newark, NJ
Date: 2/2/18
Cost: \$249.00

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 second reading and adoption 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

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following Use of Facilities requests for the 2017-2018 school year:

Cub Scouts – Lion Den Meeting
Media Center, 6:00-7:00pm
Tuesday, 12/12/17

EFFEE Winter Enrichment Programs 2018

- IncrediFlix NJ
Media Center, 3:30-4:30pm
Tuesdays: 1/16 – 3/13
- European Handball with Mr. V
Gym, 3:30-4:30pm
Tuesdays: 1/16 – 3/13
- Winter Crafts with Ms. Craveiro
Room 103, 3:30-4:30pm
Tuesdays: 1/16 – 3/13
- Ceramics with Mrs. McNish
Art Room; 7:30-8:30am
Tuesdays: 1/16 – 3/13
- Coding for Kids – Grades 3-6
Technology Room #101; 7:30-8:30am
Wednesdays: 1/17 – 3/7
- Coding for Kids – Grades K-2
Technology Room #101; 3:30-4:30pm
Wednesdays: 1/17 – 3/7
- Mad Science / Science Mysteries
Science Room; 3:30-4:30pm
Wednesdays: 1/17 – 3/7

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

4. BE IT RESOLVED that the Essex Fells Board of Education approves a Side Bar Agreement with the Essex Fells Teachers’ Association which will enable the Board to move Catherine McNish to the BA+30 column on the salary guide;

BE IT FURTHER RESOLVED that the Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Side Bar Agreement, and any other documents necessary to effectuate same.

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

XIV. 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 10/18/17

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 December in the total amount of \$148,717.58, 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 \$316,660.61 including \$295,732.76 for the gross payroll, \$4,471.69 for the Board’s share of FICA/Medicare and \$16,456.16 for the State’s share of FICA/Medicare.

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 September & 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

4. **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

XV. Public Comment

- Mrs. Codella noted that the EFTA felt the time scheduled for conferences was great. Mrs. Codella also thanked Mrs. D’Alessandro on behalf of the EFTA for her years of service on the Essex Fells Board of Education.
- Mrs. D’Alessandro thanked the Board of Education, Administration and EFTA for her time serving as a Board of Education member.

XVI. Resolution to Enter Executive Session

BE IT RESOLVED that the Board shall enter into executive session immediately following this meeting to discuss personnel, legal matters, HIB, and negotiations. The items discussed in executive session will be disclosed to the public when the need to maintain their confidentiality no longer exists.

The Board convened in Executive Session at 8:46 P.M. to discuss personnel, legal matters, HIB, and negotiations. The Board exited the Executive Session at 10:25 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

XVII. Adjournment

At 10:25 P.M. the Board of Education made a motion to adjourn.

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

Ayes: 3 Nays: 0

Respectfully submitted,

Mr. Steven J. Lella
Business Administrator/
Board Secretary