

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a workshop meeting on April 6, 2016, in the Superintendent's Office of the Essex Fells School. The meeting was called to order by Board President, Mrs. D'Alessandro at 7:30 P.M. 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 March 24, 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.

II. Roll Call

Mrs. Carol D'Alessandro, President – present
 Mrs. Shani Drogin, Vice President– present
 Mrs. Kris Huegel – present
 Dr. Steven LoCascio – present
 Dr. Michele Nitti – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; Mr. Steven J. Lella, Business Administrator/Board Secretary; 5 members of the public.

III. Flag Salute

The President led the flag salute.

IV. Public Comment

- No comment.

V. Superintendent's Report

- Mrs. Gadaleta discussed the 4/20/16 meeting date, stating that we are only back from Spring Break for 2 days and if the Board would like to cancel this meeting. Mrs. Gadaleta noted that the May 4th meeting is an actionable meeting. The Board agreed to cancel the 4/20 meeting.
- Mrs. Gadaleta explained the 2 additional days being given back on the 2015-16 calendar for unused snow days around the Memorial Day Weekend.
- Mrs. Gadaleta explained Superintendent's resolution #2 which brings Ms. Sivolella on as a replacement teacher.

VI. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01 – 10.

- 1. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Disability Leave of Absence for Kimberly McMahon from March 15, 2016 to the end of the 2015-16 school year, utilizing 27 sick days through April 28, 2016, and the remainder as unpaid leave of absence days covered under the Federal Medical Leave Act (FMLA).

Moved by: Dr. LoCascio Seconded by: Dr. Nitti

Ayes: 5 Nays: 0

2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Nina Sivoletta, Teacher, at a salary of \$52,512 (prorated) per annum BA, Step 1, effective March 16, 2016 through June 30, 2016.

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
Ayes: 5 Nays: 0

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following revision to the Lunch Duty stipend positions for the 2015-2016 school year at the \$30 per session contractual rate:

Grades K-2 Sarah Fernandes Tuesday & Thursday

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
Ayes: 5 Nays: 0

4. **WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on April 6th, 2016, the governing body of the Essex Fells Board of Education, County of Essex, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This **RESOLUTION** shall be known and may be cited as the Cooperative Pricing Resolution of the Essex Fells Board of Education.

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
Ayes: 5 Nays: 0

5. **WHEREAS**, the Hunterdon County Educational Services Commission (“HCESC”), as Lead Agency for the HCESC cooperative pricing system (system identifier 34HUNCCP), has awarded a contract for proprietary Apple technology products following the public solicitation of sealed bids pursuant to N.J.S.A. 18A:18A-15, N.J.S.A. 40A:11-13 and N.J.A.C. 5:34-9.1; and

WHEREAS, the Essex Fells Board of Education is a member of the HCESC cooperative pricing system and is authorized to make purchases from contracts awarded by the HCESC pursuant to N.J.A.C. 5:34-7.1 et seq.; and

WHEREAS, the Apple technology products covered by the HCESC contract sought by the Essex Fells Board of Education are of such a specialized nature that only such products will meet the needs of the Essex Fells Board of Education; and

WHEREAS, the Essex Fells Board of Education has heavily invested time and funds into the acquisition and integration of Apple products in local operations that will be wasted if non-Apple products were used to supplement the existing technology; and

WHEREAS, the use of non-Apple products would require either the wholesale replacement of the technology currently used by the Essex Fells Board of Education or an unsupportable level of training, support and maintenance services that would utterly defeat the purpose of the public contracting laws;

NOW, THEREFORE, BE IT RESOLVED that the Essex Fells Board of Education hereby authorizes the purchase of proprietary Apple technology products from the HCESC contract as follows:

- Apple laptops, software, accessories and applications

EFFECTIVE DATE

This resolution shall take effect immediately upon approval of the Essex Fells Board of Education application with the Hunterdon County Educational Services Commission

Moved by:	Dr. LoCascio	Seconded by:	Dr. Nitti
Ayes:	5	Nays:	0

6. **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): Jackie Castellano, Jeanine Whitman
 Event: PARCC Training
 Location: Birchwood Manor
 Date: 3/9/16
 Cost: \$7.44 mileage per person

Staff Member(s): Karen Sarto
 Event: Payroll Professionals Meeting
 Location: West Orange BOE
 Date: 4/27/16
 Cost: \$0

Staff Member(s): Laura Quinn
 Event: 2016 Early Childhood Conference
 Location: Caldwell University
 Date: 6/3/16
 Cost: \$80

Staff Member(s): Michelle V. Gadaleta
 Event: InterRater Reliability – Stronge
 Location: Piscataway, NJ
 Date: 7/14/16
 Cost: \$169.15 (\$149.00 conference fee, \$20.15 mileage)

Staff Member(s): Steven J. Lella
 Event: ERIC North Annual Training Seminar
 Location: Double Tree Hotel, Eatontown, NJ
 Date: 5/6/16
 Cost: \$36.43 (\$32.43 mileage, \$4.00 tolls)

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

7. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the revised School Calendar for 2015-16 reflecting two unused snow days.

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

8. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the Use of Facilities for the following:

Essex Fells Recreation Department – Summer Camp 2016
 6/28/2016 – 8/4/2016 (excluding 7/4 & 5/2016)
 All Classrooms in Primary Building, Gymnasium, Fields
 Monday to Friday, 9:00am to 12 noon

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

9. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the Teacher Intern from Caldwell University:

Kristen Kowalski
 Cooperating Teacher – Kristin Gann
 Internship – Fall Semester 2016 (8/29-12/12) 90 hrs/semester, 6 hrs/wk
 Student Teaching – Spring Semester 2017 – Full time, 5 days/wk

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

10. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the generous donation of chargeable computer stations and rolling desk chairs from Mr. Peter Franzi of ARBEE Associates.

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
Ayes: 5 Nays: 0

VII. Business Administrators 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 2/17/16
Executive Session 2/17/16
Workshop Meeting 3/2/16

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
Ayes: 5 Nays: 0

2. RESOLVED that the Board of Education approves the bills and claims for April in the total amount of \$84,708.46 as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for March as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$297,393.52 including \$277,033.09 for the gross payroll, \$4,660.71 for the Board’s share of FICA/Medicare and \$15,699.72 for the State’s share of FICA/Medicare.

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
Ayes: 5 Nays: 0

3. RESOLVED that the Board of Education approves the transfer of funds for the months of March as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
Ayes: 5 Nays: 0

4. 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 February;

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:	Dr. Nitti
Ayes:	5	Nays:	0

VIII. Buildings Grounds

- Mr. Lella informed the Board that the 2 trees located between the buildings that had appeared to be leaning towards Building #2 had been removed.
- Mr. Lella informed the Board that the roof of the shed that was damaged in a recent storm would be repaired over Spring Break.
- Mr. Lella reported to the Board that with the recent elevated levels being reported in school district's drinking water, every water source of the Essex Fells School would be tested. In all 57 samples will be taken. Results will be maintained in the Business Office.

IX. Curriculum & Instruction

- Mrs. Gadaleta informed the Board of the Spring Parent / Teacher Conferences. Mrs. Gadaleta stated that the Second Grade conferences would only be a meet and greet with Ms. Sivoletta as it was too soon for her to provide progress reports. Mrs. Gadaleta also informed the Board that after each teacher meeting with the parents, the teacher notes the conversation for future reference. Mrs. Gadaleta wanted the Board to be aware of the teachers two way communication with the parents.
- Mrs. Gadaleta informed the Board that some useful suggestions have been received regarding the district's website redesign. Mrs. Gadaleta will be comparing different versions for the website, making sure they are user friendly on all devices.

Dr. Nitti stepped out at 7:46 pm.

X. Finance

- Mr. Lella informed the Board that 2016-17 Budget had been approved by the County Office and that the Public Hearing would be at the May 4th, 2016 Workshop.

Dr. Nitti returned at 7:48 pm.

XI. Policy

- The Board discussed existing policies and will discuss the new policy of preschool registration procedures at a future meeting.

XII. Personnel (Public Items only)

- Mrs. Gadaleta notified the Board that she is anticipating 3 vacancies for the 2016-17 school year. Mrs. Gadaleta would like to advertise as soon as the openings become official so she can have an opportunity to see the candidates teach a demo class.

XIII. Old Business/Board Discussion

- Mrs. Gadaleta reported that there was no update on the 2015-16 calendar case. We are waiting on a response from the state.
- The EFPD liked the proposed CRG Safety Plan that was presented to the Board. The Board is in agreement to move forward, with the understanding that the EFS plan will not be shown in future promotions.
- Mrs. Gadaleta informed the Board that new programs were discussed with the EFPD regarding the bike road-eo, however nothing new will be put into place. The Board discussed the safety concerns and the idea of putting the program on hold for a year.

XIV. New Business / Board Discussion

- The Board did not wish to approve the potential Montclair YMCA use of facilities for the summer.
- Mrs. Gadaleta had informed the Board of the Roseland school district's inquiry about a shared Superintendent. The Board did not feel it would be a good fit for EFS.
- Mrs. Gadaleta reported to the Board the Spring Bengal Break Kite Day, which turned out to be a perfect day weather wise in which the children really enjoyed. Mrs. Gadaleta thanked the PTA for their assistance with the program. Mrs. Drogin commented that she feels the older grade interaction with the younger grades has had a great impact.
- Mrs. Gadaleta informed the Board that only half of the rsvp's for the Parent Academy CPR Training showed up. The district had to guarantee a minimum of 15 participants which the district was responsible to pay for. The Board discussed a potential non-refundable fee charge in the future.
- Mrs. Gadaleta updated the Board as to the status of the National Blue Ribbon School Application. The application has been received and we are waiting the approval process.

XV. Public Comment

- Mrs. McKenzie spoke on behalf of the EFTA addressing the Association's feelings regarding communication and transparency to the Board. Mrs. McKenzie stated that the EFTA members sign up to attend the monthly board meetings to share the meeting discussion with the EFTA. The EFTA wants to make the Board aware of their intention to bridge the gap of communication between the Board and the EFTA and address any miscommunications.
- Mrs. D'Alessandro responded by stating that the Board appreciates the teachers attending the monthly meetings and also wanted to make them aware that due to the nature of certain topics, such topics need to be discussed in executive session. Mrs. D'Alessandro also stated that the Board is very conscientious of following the guidelines of what a Board is permitted and not permitted to discuss and that the Board members are policy makers with every decision made geared to the wellbeing of the children, and that they are not involved in the day to day activities of the district. Mrs. D'Alessandro stated that the Board recognizes everyone's separate responsibilities within in the district and that the Board is very pleased with all aspects of the way the district is operating. Mrs. D'Alessandro thanked Mrs. McKenzie for her comments.

XVI. Resolution to Enter Executive Session

The Board convened in Executive Session at 9:25 P.M. to discuss personnel matters. The items discussed in Executive Session will be disclosed to the public when the need to maintain confidentiality no longer exists.

Moved by: Dr. LoCascio Seconded by: Dr.Nitti

Ayes: 5 Nays: 0

The Board exited the Executive Session at 11:01 and returned to the Workshop Meeting.

Moved by: Dr. LoCascio Seconded by: Dr.Nitti

Ayes: 5 Nays: 0

XVII. Adjournment

At 11:01 P.M.the Board of Education made a motion to adjourn.

Moved by: Dr. LoCascio Seconded by: Dr. Nitti

Ayes: 5 Nays: 0

Respectfully submitted,

Mr. Steven J. Lella
Business Administrator/
Board Secretary