

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a workshop session on May 16, 2018, in the Media Center of the Essex Fells School. The meeting was called to order by the Board President, Mrs. Shani Drogin, at 7:32 P.M. Mrs. Drogin 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 January 3, 2018. 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. Bethany Buccino, – present
Mrs. Shani Drogin – President, present
Mrs. Kris Heugel – Vice President, present
Dr. Steven LoCascio, – present
Mrs. Debra Tedesco – present-arrived at 7:34pm

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

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 thanked the EFFEE for their significant donation of 20 Apple Styli pens. Mrs. Gadaleta explained how the pens were being used for the current 6th grade projects and will be a big part of STEAM. Mrs. Gadaleta noted the pens will be properly labeled and stored to avoid any misplacements.
- Mrs. Gadaleta informed the Board that the 6th grade chicks project would take place next week. Also, for Special Education Week Mrs. Codella and Mrs. Whitman provided a therapy dog program in which the children were able to see what services therapy dogs provide.
- Mrs. Gadaleta informed the Board she had walked the grounds this morning with Mr. Lella to see if there was any damage from yesterday's storm. Mrs. Gadaleta noted the buildings and grounds had fared well and no damage was reported.
- Mrs. Gadaleta reported to the Board that PARCC testing is now complete. Mrs. Gadaleta noted there was a slight technology issue with the Mac books but nothing that wasn't able to be fixed. Mrs. Gadaleta also noted that the new NJ Science test will take place in June. This is the pilot year.
- Mrs. Gadaleta noted that next week would be the Art/Tech show and Spring Concert.

VII. Old Business / Board Discussion

- The Board will review and discuss further the language for the parent code of conduct signs. Mr. Lella provided the Board with quotes for the removal of the two large trees between the buildings and the large pine located at the south gate. The Board has been proactive due to the recent storms and tree damage in town the past 2 years. Both of the tree vendors feel the trees are healthy and do not need to be removed. The Board has decided not to remove the trees at this time. A third vendor cancelled their appointment for a quote.

P&R 1550	Equal Employment / Anti-Discrimination Practices
P 2431*	Athletic Competition
R 2431.2*	Medical Examination Prior to Participation on a School Sponsored Interscholastic or Intramural Team or Squad
P 2431.8*	Varsity Letters for Interscholastic Extracurricular Activities
P&R 5350	Student Suicide Prevention
P 5533	Student Smoking
P 5535*	Passive Breath Alcohol Sensor Device
P&R 5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
P 8462	Reporting Potentially Missing or Abused Children
P 8561*	Procurement Procedures for School Nutrition Programs

* Not in EFS Policy Manual

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

Ayes: 5 Nays: 0

4. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the Agreement between the Essex Fells School District and Drew University – Inservice Teacher Education during the 2018-2019 school year for three half-day workshops at a total of \$4,350.

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

Ayes: 5 Nays: 0

5. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the following stipend position for the 2017-2018 school year:

Ashley Messer, Nurse Camp - \$650

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

Ayes: 5 Nays: 0

X. Business Administrator’s Report

- Mr. Lella noted to the Board the resolution for the 2018-19 Safety Grant submission. Mr. Lella will designate the funding for playground mulch as needed.
- Mr. Lella updated the Board as to the status of the summer projects bidding. The bid opening was on May 4th, with only 1 bid received, which was double the budgeted amount. Mr. Lella has been in contact with the attorney and has prepared for re-bid on May 23rd. If no bid is accepted, the bidding process will be open to negotiations.
- Mr. Lella informed the Board that a Medical & Dental Benefits presentation was provided to the staff on May 7th, as the Board is changing from the SEHBP to a private plan as a cost saving measure for the district and staff. Applications will be due to the Business Office on May 18th for July 1st enrollment.
- Mr. Lella explained the resolution regarding the change order for the HVAC project, releasing the 5k contingency from the cost of the project.

XI. Business Resolutions

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

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

Regular Meeting Minutes	3/26/18
Executive Session Minutes	3/26/18
Regular Meeting Minutes	4/18/18
Executive Session Minutes	4/18/18

Moved by: Mrs. Tedesco

Seconded by: Mrs. Huegel

Ayes: 5

Nays: 0

2. **RESOLVED** that the Board of Education approves bills and claims for May in the total amount of **\$194,495.68** as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for April as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$317,132.68 including \$295,611.15 for the gross payroll, \$4,048.42 for the Board’s share of FICA/Medicare and \$17,473.11 for the State’s share of FICA/Medicare.

Moved by: Mrs. Tedesco

Seconded by: Mrs. Heugel

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 March;

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: Mrs. Tedesco

Seconded by: Mrs. Huegel

Ayes: 5

Nays: 0

- 4. RESOLVED** that the Board of Education approves the transfer of funds for the month of April as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by: Mrs. Tedesco

Seconded by: Mrs. Huegel

Ayes: 5

Nays: 0

- 5. RESOLVED** that the Essex Fells Board of Education hereby approves the submission of a grant application for the Safety Grant Program through the New Jersey Schools Insurance Group’s ERIC NORTH Subfund for the purposes described in the application, in the amount of \$2,500 for the period July 1, 2018 through June 30, 2019.

Moved by: Mrs. Tedesco

Seconded by: Mrs. Huegel

Ayes: 5

Nays: 0

- 6. BE IT RESOLVED** that the Board of Education accepts and approves change order #001 from Echelon Services, as a deduct change order representing the refund of the unused project allowance being refunded to the Board, and

BE IT FURTHER RESOLVED that the aforementioned change order in the amount of \$5,000, results in the project cost being reduced from \$146,400.00 to \$141,400.00.

Moved by: Mrs. Debra Tedesco

Seconded by: Mrs. Kris Huegel

Ayes: 5

Nays: 0

- 7. RESOLVED** that the Board of Education approve the renewal of an agreement with the Asbury Park Board of Education – Information Technology Center of Asbury Park, New Jersey, for the continuation of software services for Budgetary/Accounting System and Payroll/Personnel System and Processing, including ID numbers and Computer Ports for the 2018-2019 school year at a fee of \$8,245.

Moved by: Mrs. Tedesco

Seconded by: Mrs. Huegel

Ayes: 4

Nays: 0

*Dr. LoCascio abstained from vote.

XII. Meeting Open for Public Comment

- None

XIII. Resolution to Enter Executive Session

The board entered into Executive Session at 8:15 PM to discuss legal matters, safety and security, negotiations, BOE candidates and the Business Administrator's contract. 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. Tedesco

Ayes: 5

Nays: 0

XIV. Adjournment

At 9:45 PM the Board of Education made a motion to adjourn. The **Reappointment / Workshop Meeting** will be held on **Wednesday, May 30, 2018**, at 7:30 P.M. in the Media Center. The **Regular Meeting** will be held on **June 20, 2018**, at 7:30 P.M. in the Media Center.

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	19	9	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	15	10	5
Ms. Cervino	5C	10	3	7
Ms. Craveiro/Ms. Kowalski	5C/K	11	3	8
Mrs. Buonomo/Ms. Gomez	6B/G	11	5	6
Mrs. Christopher	6C	11	6	5
TOTAL		229	118	111
Out-of-District		3*		
FINAL TOTALS		232		

*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	Lockdown 11/27/17
December	12/19/17	Shelter in Place 12/22/17
January	1/19/18	Lockdown 1/29/18
February	2/23/28	Evacuation to Bleachers 2/27/18
March	3/23/18	Lockdown 3/30/18
April	4/17/18	
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	10/18/17	11/15/17	1/17/18	2/21/18	3/26/18	4/18/18				
TOTAL # of Reported Incidents	2	0	1	0	1	0				
Number of Unfounded Incidents	2	0	1	0	0	0				
Number of Founded Incidents	0	0	0	0	1	0				
Violence & Vandalism Incidents	0	0	0	0	2	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