

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a regular session on May 17, 2017, in the Media Center of the Essex Fells School. The meeting was called to order by the Board Vice President, Mrs. Shani Drogin at 7:32 PM. 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 May 15, 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 Vice President.

**II. Roll Call**

Mrs. Carol D'Alessandro, President – absent  
 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; Mr. Steven J. Lella, Business Administrator/Board Secretary; 1 member of the public; 1 EFS staff members; 1 member of the press.

**III. Flag Salute**

- The Board Vice President led the salute to the flag.

**IV. Public Comment on Agenda Items**

- None

**V. President's Report**

- None

**VI. Superintendent's Report**

- Mrs. Gadaleta reported to the Board that the Art/Tech show and School Concert were both very successful. Mrs. Gadaleta noted that Mrs. McNish, Mr. Trogani and Mrs. Castellano continue to top the prior year's show. Mrs. Gadaleta stated that the district has come so far in her years at EFS with the projects and gives kudos to all the teachers.
- Mrs. Gadaleta reported that for the Book Fair, All-Books was the vendor that was utilized and that all the summer reading titles were available. Mrs. Trafford will be reviewing with the PTA All-Books and Scholastic. The parents were pleased with this year's event.
- Mrs. Gadaleta reported to the Board that the Pre-K and Kindergarten Parent Orientation was last Friday and that it went very well. Mrs. Gadaleta noted that she had received very positive feedback from the parents.

**VII. Superintendent's Resolutions**

**RESOLVED** that the Board of Education approves Superintendent Resolutions #01 – 05.

- 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: Woodcock Johnson Training  
 Location: Morris Union Jointure Commission, New Providence, NJ  
 Date: 1/27/17  
 Cost: \$132.88 total: fees - \$125.00; mileage - \$7.88

Staff Member(s): Karen Sarto  
 Event: NJASBO – Admin. Assistant Legal Update  
 Location: Rockaway Gardens Hilton  
 Date: 5/11/17  
 Cost: \$75.00 (previously approved in January for Steve Lella)

Staff Member(s): Karen Sarto  
 Event: Payroll Professional Group  
 Location: Caldwell/West Caldwell BOE Office  
 Date: 5/18/17  
 Cost: \$0

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, a generous donation from Kimberly Coughlin via The Bank of America Employee Giving Program in the amount of \$250.00.

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 Field Placement for the following student from Caldwell University:

Alaina Sacci – Art Therapy Internship  
 Cooperating Teacher – Catherine Codella  
 Fall Semester – 9/4/17 – 12/20/17; approx. 2 days/week

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, the second reading and adoption of the following policies/regulations:

- |            |   |
|------------|---|
| B 0000.02  | Introduction (M) (Revised)  |
| R 2460.16  | Special Education – Instructional Material to Blind or Print-Disabled Students (M) (New)) |
| P 2464     | Gifted and Talented Students (M) (Revised)  |
| P 2622     | Student Assessment (M) (Revised)  |
| P & R 3160 | Physical Examination (M) (Revised)  |
| P & R 4160 | Physical Examination (M) (Revised)  |
| P & R 5116 | Education of Homeless Children (Revised)  |
| P 8350     | Records Retention (New)   |

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

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, 100 additional hours, 1 meeting at \$90 and 1 evaluation at \$350 for Occupational Therapy services by Lori Franklin, for the 2016-17 school year.

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

**VIII. Business Administrator’s Report**

- Mr. Lella informed the Board that he recently received an OPRA request regarding minutes and public notices pertaining to regular, executive and special meetings. Mr. Lella noted that he would prepare his response with assistance from the district attorney.

**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:

Regular Meeting Minutes	4/20/17
Executive Session Minutes	4/20/17

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 May in the total amount of **\$107,077.42** 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 \$321,930.85 including \$299,887.63 for the gross payroll, \$5,367.14 for the Board’s share of FICA/Medicare and \$16,676.08 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 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: Mrs. Huegel  
Ayes: 4    Nays: 0

**4. RESOLVED** that the Board of Education approves the transfer of funds for the months of April 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**

- Mr. Lella informed the Board that he had gotten a request for information regarding the upcoming open BOE position.

**XI. New Business / Board Discussion**

- None

**XII. Meeting Open for Public Comment**

- None

**XIII. Resolution to Enter Executive Session**

**BE IT RESOLVED** that the Board shall enter into executive session at 7:41 pm to discuss the Superintendent’s contract and 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. Huegel  
Ayes: 4    Nays: 0

**XIV. Adjournment**

At 8:45 P.M. the Board of Education came out of Executive Session and made a motion to adjourn.

**BE IT RESOLVED** that this public meeting of the Board of Education be adjourned. The next **Regular Meeting** will be held on **May 31, 2017**. Each will be held at 7:30 P.M., in the Media Center of the Essex Fells School.

Moved by: Dr. LoCascio                      Seconded by: Mrs. Huegel  
Ayes: 3    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	18	8	10
Ms. Mitchell	1M	18	8	10
Ms. Adair	2A	17	10	7
Mrs. Massaro/Mrs. Fitzgerald	2M/F	19	10	9
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	12	5	7
Ms. Craveiro	5C	11	6	5
Mrs. Buonomo	6B	12	3	9
Ms. Dalton/Ms. Gomez	6D/G	14	4	10
<b>TOTAL</b>		<b>222</b>	<b>105</b>	<b>117</b>
Out-of-District		2*		
<b>FINAL TOTALS</b>		<b>224</b>		

\*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	12-20-16	Lockdown 12-15-16
January	1-13-17	Lockdown 1-27-17
February	2-15-17	Lockdown 2-28-17
March	3-9-17	Lockdown 3-31-17
April	4-24-17	Lockdown 4-26-17
May	5-11-17	Lockdown 5-11-17 with fire drill
June		

**HIB / V&V Report**

As of Date of BOE Meeting	9-21-16	10-19-16	11-16-16	12-14-16	1-18-17	2-15-17	3-15-17	4-20-17	5-17-17
TOTAL # of Reported Incidents	1	0	0	1	0	0	0	0	0
Number of Unfounded Incidents	1	0	0	0	0	0	0	0	0
Number of Founded Incidents	0	0	0	1	0	0	0	0	0
Violence & Vandalism Incidents	0	1	0	0	0	0	0	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