

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a regular session on August 16, 2017, in the Media Center of the Essex Fells School. The meeting was called to order by the Board President, Mrs. Carol D'Alessandro at 7:34 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 January 4, 2017. Agendas were mailed to the Clerk of the Borough of Essex Fells, the Progress, the Star Ledger, and posted on the district website."

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, absent
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.

III. Flag Salute

- The Board 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 informed the Board that she attended the annual Stronge & Associates Training and Re-certification.
- Mrs. Gadaleta shared the preliminary PARCC results with the Board. Mrs. Gadaleta was extremely pleased with the results and growth. Mrs. Gadaleta explained a summary of the results for the Board, stating that the results were excellent and she is very proud of the children and staff.
- Mrs. Gadaleta noted the unanticipated turnover regarding 2017-18 staffing. Mrs. Gadaleta noted there were 2 resignations and a new hire resolution.
- Mrs. Gadaleta noted there were 6-10 anticipated new students in the district for the 2017-18 school year.
- Mrs. Gadaleta informed the Board of the back to school preparations, that we were almost ready to start the 2017-18 year. New teacher orientation and a welcome back staff meeting were upcoming.
- Mrs. Gadaleta informed the Board of a use of facility request from a local soccer club. The Board briefly discussed the proposal.
- Mrs. D'Alessandro asked about field trips for the school year. Mrs. Gadaleta noted that there is a 2 trip minimum per grade, however the staff had inquired about reducing the number to 1. The Board was in favor of 2 trips.
- Mrs. Gadaleta noted resolution #14 and that the Tiny Treasures enrollment was almost up to 30 children.

VII. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01 – 19.

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): Catherine Codella
Event: Cognitive Behavioral Therapy Training
Location: Online, 6-week intensive certificate course
Date: August 2017
Cost: \$399.99

Staff Member(s): All Staff
Event: Maximizing Educators' Potential to Address Challenges Among Today's Learners Workshop
Location: Essex Fells School
Date: 9/6/17
Cost: \$1,000

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

2. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the resignation of Mary Hybl, Speech Language Teacher, for the 2017-2018 school year.

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

3. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the resignation of Katelyn Brower, Teacher, for the 2017-2018 school year.

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

4. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Lauren Geleailen, Teacher, at a salary of \$55,030, BA, Step 2, for the 2017-2018 school year.

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

5. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the Field Placement for the following student from Caldwell University:

Samantha Myers – Field Observation/Teacher Assistant
Cooperating Teacher – Laura Brutman
Fall Semester – 9/5/17 – 12/11/17; 3hr/week, 40 hrs/semester

Micaela Andrews – Student Intern/Clinical Experience
Cooperating Teacher – John Trogani
Fall Semester – 9/5/17 – 12/11/17; 6hr/week, 75 hrs/semester

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

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following substitutes for the 2017-2018 school year, at \$85/day, pending the usual criminal history and background check for new hires*:

- | | |
|-------------------|---------------------|
| Joann Barker | Nurse (\$125/day) |
| Jackie Burke | Nurse (\$125/day) |
| Theresa Caffarra | Teacher |
| Nancy Cannon * | Teacher |
| Farrah Carnahan | Teacher |
| Richard DeVivo | Teacher |
| Tracey Gardner | Teacher |
| Jody James | Teacher |
| Karen Kopec | Teacher |
| Lori Kwiatkowski | Teacher |
| Lucille Lapone | Teacher |
| Natalia Maurillo* | Teacher |
| Christina Merritt | Nurse (\$125/day) |
| Wendy Montano* | Teacher |
| Frazer O'Neill | Teacher |
| Evelyn Peter | Teacher |
| Soraya Ramirez* | Teacher |
| Gerardo Rodriguez | Custodian (\$15/hr) |
| Alaina Sacci | Teacher |
| Melissa Sweeney | Teacher |
| Patricia Wahl | Teacher |
| Mariam Whelan | Teacher |
| Abby Whelan | Teacher |
| Amy Woods* | Teacher |
| Karen Zeller * | Teacher |

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

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following mentors (*district mentors) for new staff for the 2017-2018 school year:

- | <u>New Staff</u> | <u>Mentor</u> |
|-------------------|--------------------|
| Lauren Geleailen* | Lisa Massaro |
| Kristen Kowalski | Candice Fitzgerald |
| Ashley Messer * | Catherine Codella |
| Patricia Pakonis | Nina Buonomo |
| Katie Vetere | Sara Christopher |

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

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2017-2018 School Improvement Panel (SciP) / District Evaluation Advisory Committee:

Michelle Gadaleta	Superintendent/Principal
Jackie Castellano	Teacher Representative
Judi Reynolds	Teacher Representative
Jeanine Whitman	Teacher Representative
Kris Huegel	Parent Representative
Shani Drogin	BOE Representative

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

Ayes: 4 Nays: 0

9. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2017-2018 School Safety Team members:

Michelle Gadaleta	Superintendent/Principal
Laura Brutman	Teacher Representative
Catherine Codella	Teacher Representative
Debbie Emma	Teacher Representative
Katie MacKenzie	Teacher Representative
Katie McNish	Teacher Representative
Judi Reynolds	Teacher Representative
Jeanine Whitman	Teacher Representative
Nicole Skopak	PTA Representative
Trish Mac Evoy	EFFEE Representative

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

Ayes: 4 Nays: 0

10. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2017-2018 District Testing Committee:

Michelle Gadaleta	Superintendent/Principal
Jackie Castellano	Teacher Representative
Marco Pannullo	IT Technician
Judi Reynolds	Teacher Representative
Jeanine Whitman	Teacher Representative

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

Ayes: 4 Nays: 0

11. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2017-2018 School Climate/Culture Committee:

Michelle Gadaleta	Superintendent/Principal
Jackie Castellano	Teacher Representative
Catherine Codella	Teacher Representative
Jaclyn Franzi	Teacher Representative
Kristin Gann	Teacher Representative
Kelly Mitchell	Teacher Representative
Judi Reynolds	Teacher Representative
Jeanine Whitman	Teacher Representative

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

12. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2017-2018 Report Card Revision/Portal Committee:

Michelle Gadaleta Superintendent/Principal
 Dorotea Banek Teacher Representative
 Nina Buonomo Teacher Representative
 Marisa Burger Teacher Representative
 Monica Craveiro Teacher Representative
 Candice Fitzgerald Teacher Representative
 Michelle Liebler Teacher Representative
 Molly Livio Teacher Representative
 Katie McNish Teacher Representative
 Kelly Mitchell Teacher Representative

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

13. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2017-2018 Professional Development Committee:

Michelle Gadaleta Superintendent/Principal
 Dorotea Banek Teacher Representative
 Marisa Burger Teacher Representative
 Catherine Codella Teacher Representative
 Deana Hromoko Teacher Representative
 Lisa Massaro Teacher Representative
 Judi Reynolds Teacher Representative

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

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

Tiny Treasures Extended School Day, Inc.
 Gym – 7:30-8:30am and 3:00-5:00pm
 Music Room – 3:00-6:00pm
 September 2017 – June 2018

3rd Grade Brownie Troop Monthly Meetings
 Media Center – 3:10-4:15pm
 Fridays: 9/15/17, 11/3/17, 21/1/17, 2/2/18, 3/2/18, 5/4/18, 6/1/18

West Essex FC Fields
 Various dates from 9/1/17 – 11/20/17

Garden Club of Essex Fells – Assembly on Pollination
 Gym, Media Center, Library
 4/16/18 (rain date: 4/17/18), 12:30-2:00pm

Essex Fells Foundation for Educational Excellence
 Regular Meetings, Grants Meetings, Variety Show and TREP\$ Marketplace
 Various dates throughout school year (see attached EFFEE Schedule)

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

15. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the list of possible field trips for the 2017-2018 school year.

NOTE: See Attachment A

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

16. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Curriculum List and Revision Dates for the 2017-2018 school year.

NOTE: Attachment B

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

17. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Textbook List for the 2017-2018 school year.

NOTE: Attachment C

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

18. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the 2017 Online School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act, July 1, 2016 to June 30, 2017, to the NJ Department of Education.

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

19. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Lori Franklin, Occupational Therapist, for the 2017-2018 school year, at the following revised hours and rates:

Estimated 475 hours total at \$90.00/hour for:	
Treatment	\$42,750.00
9 Initial/Re-evaluations - \$350 per evaluation	\$ 3,150.00
IEPs/Progress Reports/Teacher Consultation/IEP Meeting	\$ 1,890.00
<u>Total school year cost not to exceed:</u>	<u>\$47,790.00</u>

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

VIII. Business Administrator’s Report

- Mr. Lella noted to the Board the resolution approving the \$5,516.00 increase in 2017-18 State Aid that the district will be receiving.
- Mr. Lella reported to the Board that he had submitted the Water Lead Testing Waiver request, as the Board had proactively tested all water stations in the district before the state required to do so. Mr. Lella also noted that he had submitted the reimbursement request to the state in the amount of \$2,850 for the testing done by the district.
- Mr. Lella update the Board as to the status of the following summer projects: Multipurpose room AC installation; front steps repair; window security film & tinting as funded by the PTA; sidewalk repair; PA system upgrades; quotes for tree trimming throughout the property; and field fence repainting as handled by the PTA.
- Mr. Lella informed the Board of the increase in Health Benefits Rates effective January 1, 2018 of 13% vs. a budget of 12%.

IX. Business Resolutions

RESOLVED that the Board of Education approves Business Resolutions #01 – 06.

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

Regular Meeting Minutes	5/31/17
Executive Meeting Minutes	5/31/17
Regular Meeting Minutes	6/14/17
Executive Meeting Minutes	6/14/17
Special Meeting Minutes	6/29/17

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

2. **RESOLVED** that the Board of Education approves the bills and claims for June in the total amount of \$103,686.04, July in the total amount of \$29,531.50, and August in the amount of \$189,353.84 as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for June as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$355,482.52 including \$331,054.98 for the gross payroll, \$7,751.47 for the Board’s share of FICA/Medicare and \$16,676.07 for the State’s share of FICA/Medicare.

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for July as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$62,089.35 including \$57,715.44 for the gross payroll, \$2,761.13 for the Board’s share of FICA/Medicare and \$1,612.78 for the State’s share of FICA/Medicare.

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco
 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 months of April, May & June;

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.Tedesco
Ayes:	4	Nays:	0

4. RESOLVED that the Board of Education approves the transfer of funds for the months of June & July as certified by the Business Administrator and authorized by the Superintendent of Schools.

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

5. RESOLVED the Essex Fells Board of Education, in the County of Essex approve the appropriation of additional State Aid released on July 14, 2017 in the amount of \$5,516.00 to the 2017/2018 school district budget. This additional Special Education Categorical Aide will be utilized for OOD Transportation.

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

6. BE IT RESOLVED THAT the Essex Fells Board of Education accepts a donation from the Essex Fells PTA in the amount of \$9,468.40 to be used for the purchase of security upgrades at Essex Fells School, and

BE IT FURTHER RESOLVED THAT the following budget line be increased and that the Business Administrator be authorized to administer it: 20-001-400-732 Essex Fells PTA \$9,468.40

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

X. Old Business / Board Discussion

- The Board discussed Policy with Mrs. Gadaleta
 - Dr. LoCascio left the meeting at 9:24 pm and returned at 9:25 pm.

XI. New Business / Board Discussion

- Mrs. Gadaleta informed the Board of 2 new programs being offered as Afterschool Foundation Enrichment Topics for the 2017-18 school year and if the Board was ok with both.

- Mrs. Gadaleta noted to the Board the proposed assembly before Thanksgiving and the funding of Project Wisdom from the Foundation.
- The Board briefly discussed Residency/Affidavits and would discuss further in Executive Session.
 - Mrs. Huegel left the meeting at 9:40 pm and returned at 9:41 pm
- The Board had already discussed possible field trip reduction
- Mrs. Gadaleta thanked the PTA for the repainting of the ball field fences and the donation for the window security film/tinting.
- Mrs. Gadaleta informed the Board that the EFPD had requested to use the building for a security drill after school hours.
- The Board and Mrs. Gadaleta discussed BOE/District/Superintendent goals for the upcoming school year.

XII. Meeting Open for Public Comment

- None

XIII. Resolution to Enter Executive Session

BE IT RESOLVED that the Board shall enter into executive session immediately following this meeting to discuss a personnel legal matter and negotiation. 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:	4	Nays:	0

XIV. Adjournment

BE IT RESOLVED that this public meeting of the Board of Education be adjourned at 10:28 pm. The next **Workshop Meeting** will be held on **Wednesday, September 6, 2017**, at 7:30 P.M. in the Superintendent’s Office. The next **Regular Meeting** will be held on **September 20, 2017**, at 7:30 P.M., in the Media Center.

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

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	14	7	7
Mrs. Quinn/Ms. Burger	PS/PM	8	6	2
Mrs. Gann/Mrs. Takkel	KG/T	15	7	8
Ms. Livio	KL	15	8	7
Mrs. Brutman	1B	13	6	7
Ms. Mitchell/Mrs. Hromoko	1M/H	13	7	6
Mrs. Fitzgerald/Mrs. MacKenzie	2F/M	18	8	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	14	9	5
Ms. Cervino	5C	10	4	6
Ms. Craveiro/Ms. Kowalski	5C/K	11	2	9
Mrs. Buonomo/Ms. Gomez	6B/G	12	5	7
Mrs. Christopher	6C	11	6	5
TOTAL		224	113	111
Out-of-District		3*		
FINAL TOTALS		227		

*Total includes 3 out-of-district students.

Fire Drills: 2017-2018

Month	Fire Drill	Emergency Drill
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting													
TOTAL # of Reported Incidents													
Number of Unfounded Incidents													
Number of Founded Incidents													
Violence & Vandalism Incidents													

TOTAL		222	105	117
Out-of-District		2*		
FINAL TOTALS		224		

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