

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a workshop meeting on September 7, 2016, in the Superintendent's Office of the Essex Fells School. The meeting was called to order by Board President, Mrs. D'Alessandro at 7:32 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 August 18, 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 – 7:32 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
Mrs. Deborah Tedesco – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; Mr. Steven J. Lella, Business Administrator/Board Secretary; 2 staff members; 1 member of the public.

III. Flag Salute

The President led the flag salute.

IV. Public Comment

- No comment.

V. Board President's Report

- No Report

VI. Buildings Grounds

- Mrs. Gadaleta explained to the Board that she would like to address and improve the upkeep of the baseball fields, as she is not happy with the way that they look, and mentioned the idea of the district possibly taking over the field upkeep and charge a use of facilities fee to cover the cost. It was also mentioned that the outside bathroom facility was brought up again at a recent PTA meeting. Mrs. Gadaleta informed the Board that she had contacted Mayor Abbot. Mayor Abbot stated he did not feel borough funds should be used for EFS activities. Mrs. Gadaleta explained that the idea of an outside bathroom facility would not be for EFS use, but for recreation program use, after normal school hours. The Mayor noted he was not aware that the idea of the outdoor facility was for recreation use and that he would further discuss with the recreation program.
- Mr. Lella updated the Board as to the summer projects that had taken place, such as the paving of Hawthorne Road between the 2 school buildings, the paving of the parking lot exit way, building stucco repair to building #1 in the picnic area, the fire panel replacement and wiring between the 2 buildings, the PTA shed, the playground mulch replenishment with the use of safety grant funds, the bleacher replacement planks that have been ordered and the possible addition of a railing near the new paving around the flag pole.

VII. Curriculum & Instruction

- Mrs. Gadaleta reported to the Board on a great school opening, noting that there were 17 new students. Mrs. Gadaleta pointed out that she felt it was also perfect timing for the new BSI position to support the new students to transition smoothly to EFS. Mrs. Gadaleta also noted that the staff was very prepared and ready for the opening of the school year.
- Mrs. Gadaleta stated that she is looking forward to Back to School Night.
- Mrs. Drogin asked what the enrollment was up to with the addition of the new students, Mrs. Gadaleta reported 225.

VIII. Finance

- Mr. Lella reported to the Board that he had received notification of Extraordinary Aid amount for 2015-16 to be utilized in the 2016-17 budget year.

IX. Policy

- Mrs. Gadaleta noted that all mandated policies are revised as needed by Strauss Esmay. The included policies need to be reviewed in order for EFS to resubmit our Comprehensive Equity Plan. Mrs. D'Alessandro stated that all the policies seemed ok, with mostly just updates for language.

X. Personnel (Public Items only)

- Mrs. Gadaleta discussed a special meeting over the summer for a new hire for the 2016-17 school year. Mrs. Gadaleta noted that Ms. Gomez will be held to her 60 days' notice at her prior district or until they can fill the position.
- Mrs. Gadaleta informed the Board as to the resolution for the resignation of Ms. Sivolella as paraprofessional for the 2016-17 school year. We will re-advertise for a new para for second grade due to the class size.

XI. Old Business/Board Discussion

- Mrs. Gadaleta reported to the Board that the district attorney was working to rectify the 2015-16 calendar case prior to the November 17th 2016 PERC Hearing.
- Mrs. Gadaleta reported that she had hoped for the new district website to be up and running at the start of the school year, but felt a few tweaks needed to be made. She plans on the new website to be up and running in the next week or two.

XII. New Business / Board Discussion

- Mrs. Gadaleta informed the Board that the Progress was not always receiving the BOE Agendas that were being sent out. The Progress confirmed they will look for the agendas on the district website.
- Mrs. Gadaleta reported that she would be working with Mrs. Codella to review why our HIB grades were low.
- Mrs. Gadaleta wanted to publicly thank the PTA for generously purchasing 70 new iPads and cases for the district. Mrs. Gadaleta noted what a huge help this is to the district's technology budget.
- Mrs. Gadaleta wanted to publicly thank Mr. Franzi for his donation of office furniture to the district.

XIII. Superintendent's Report

- No Report.

XIV. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01-08.

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): Michelle V. Gadaleta
Event: Stronge Training & Public Speaking Workshop
Location: Piscataway & Rockaway
Date: 7/14/16 & 8/18/16
Cost: \$32.05 mileage (\$10.66 & \$21.39)

Staff Member(s): Steven J. Lella

Event: Essex County Association of School Business Officials
 Location: Belleville
 Date: 9/20/16, 10/20/16, 11/16/16, 12/9/16, 1/18/17, 2/8/17, 3/22/17, 4/19/17, 5/24/17
 Cost: \$200

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 following Use of Facilities requests for the 2016-2017 school year:

Girl Scout Brownie Troop 20466
 Gymnasium – 9/16; 3:10-4:30pm

EFFEE Silly Sports Enrichment
 Gymnasium – 9/20, 9/27, 10/4, 10/11, 10/18, 10/25; 3:05-4:30pm

EFFEE Ceramics Enrichment
 Art Room – 9/20, 9/27, 10/4, 10/11, 10/18, 10/25; 3:30-4:30pm

EFFEE Lego Robotics Enrichment
 Media Center – 9/20, 9/27, 10/4, 10/11, 10/18, 10/25; 3:05-4:30pm

EFFEE Golf Enrichment
 Gymnasium – 9/21, 9/28, 10/5, 10/12, 10/19, 10/26, 11/2; 3:05-4:30pm

EFFEE Drama Enrichment
 Media Center – 9/21, 9/28, 10/5, 10/12, 10/19, 10/26, 11/2; 3:05-4:30pm

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 resignation of Nina Sivoletta, paraprofessional, effective September 1, 2016.

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

4. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the following additions to the 2016-2017 Substitute List at \$85/day:

Jackie Burke	Nurse (\$125/day)
Theresa Caffarra	Teacher
Tracey Gardner	Teacher
Jody James	Teacher
Evelyn Peter	Teacher

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

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the job description for the Instructional Student Support Teacher.

NOTE: See attached

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

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Mentoring Handbook for the 2016-2017 school year.

NOTE: Copy in Superintendent's Office

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

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Professional Development Plan for the 2016-2017 school year.

NOTE: Copy in Superintendent's Office

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

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following chaperones for the Sixth Grade Sleepover on Friday, September 9, 2016 at Calvary Church:

Nina Buonomo
Catherine Codella
Gail Ellowitch
John Trogani
John Viggiano
Jeanine Whitman

Moved by:	Seconded by:
Ayes:	Nays:

XV. **Business Administrators Report**

- No Report.

XVI. **Business Resolutions**

RESOLVED that the Board of Education approves Business Resolutions #01-02.

1. **RESOLVED** that the Board of Education approves the bills and claims for August in the total amount of \$127,060.74 and September in the total amount of \$60,281.49 as certified by the Business Administrator/ Board Secretary; and

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 \$57,802.56 including \$53,734.68 for the gross payroll, \$2,680.40 for the Board's share of FICA/Medicare and \$1,387.48 for the State's share of FICA/Medicare.

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

2. **RESOLVED** that the Board of Education approves the transfer of funds for the month of June, July & August certified by the Business Administrator and authorized by the Superintendent of Schools.

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

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 August;

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

XVII. Public Comment

- Mrs. Codella thanked the Board for their approval to re-paint her office and the Technology office.
- Mrs. McNish informed the Board of the newly formed Climate Committee with the staff for 2016-17, which is being formed to keep the district morale high as well as to continue to develop the "be a team player" school year theme.
- The Progress asked to confirm the cost and number of iPad being purchased by the PTA.

XVIII. Adjournment

RESOLVED that this Workshop meeting of the Board of Education be adjourned at 8:10 P.M.

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

Ayes: 5 Nays: 0

Respectfully submitted,

Mr. Steven J. Lella
Business Administrator/
Board Secretary