

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a regular session on September 21, 2016, in the Superintendent's Office of the Essex Fells School. The meeting was called to order by the Board President, Mrs. Carol D'Alessandro at 7:33 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 6, 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 – 7:33 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, present
 Mrs. Kris Heugel – present
 Dr. Steven LoCascio – present
 Mrs. Deborah Tedesco – arrived at 7:43 pm

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 Board President led the salute to the flag.

IV. Public Comment on Agenda Items

- No comment.

V. President's Report

- No Report.

VI. Superintendent's Report

- Mrs. Gadaleta reported that the new district website had been launched. Mrs. Gadaleta stated she is very pleased with the setup as she tested many different devices to open the site. Mrs. Gadaleta explained the new layout of the site which looks more updated and has links to the PTA & Foundation. Mrs. Drogin stated she liked the new look of the site and the Board discussed the use of the site with different applications and devices. Mrs. Gadaleta informed the Board that she requires the staff to update their pages once a month.
- Mrs. Gadaleta reported to the Board the new iPads had arrived and had been distributed. The district will offer the older units to the staff for \$60 to reimburse the PTA and possibly schools in need of iPads. Mrs. Gadaleta asked the Board if it might be a good idea to keep some of the older units for the Pre K and K grades. The Board agreed this was a good idea.
- Mrs. Gadaleta reported to the Board that Title 1 Funds were used to train 8 new teachers. The staff has started utilizing the Wilson tools and has begun lessons with the children. A Wilson trainer will observe the staff and provide feedback.
- Mrs. Gadaleta reported that the Back to School Night was a great success, as only a few families were unable to attend. Mrs. Gadaleta noted that at times parents in the lower grades try to utilize Back to School Night as a time for parent/teacher conferences, which could be difficult for the staff as they are just learning the children. Mrs. Gadaleta suggested to the Board that perhaps back to School Night could be held closer to the first day of school to help alleviate some of the staff stress. The Board felt that would be a good idea. Mrs. Gadaleta noted she would need to discuss with the EFTA before making any decision.
- Mrs. Gadaleta informed the Board that she will be meeting with the Superintendent consortium to discuss the 2017-18 School Year calendar. West Essex is preparing to begin in August, which

will bring up the issue of the 2015-16 calendar hearing. Mrs. Gadaleta also noted the Superintendent's will discuss the results of the book club they have started.

- Mrs. Gadaleta discussed with the Board the 9/11 Museum Trip. Mrs. Gadaleta said the trip was highly successful, however it was a difficult decision with the events that had taken place over the weekend in New York and New Jersey prior to the trip. Mrs. Gadaleta noted that 4 families pulled out of the trip, but she still felt it was a good decision to go. Mrs. D'Alessandro asked about the traffic into the city, and Mrs. Gadaleta reported there were no issues.
- Mrs. Drogin asked if Mrs. Gadaleta could explain Superintendent's resolutions #3 & 4. Mrs. Gadaleta responded that they are part of the Mandated Memorandum of Assurance. Mrs. Gadaleta briefly explained the anti-bullying self-assessment which she reviewed with Mrs. Codella. Mrs. Gadaleta then noted that resolution #4 really does not directly affect EFS and we are stating we are in compliance of not forcing anyone to pray while in school.
- Mrs. D'Alessandro asked if Mr. Lella could explain resolution #7. Mr. Lella stated that this resolution would allow the district to utilize the Essex County Regional Educational Services Commission for out of district and student transportation at a potential cost savings to the district.
- Mrs. D'Alessandro asked if the Board was comfortable with Policy.

VII. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01 – 09.

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): Marisa Burger
 Event: NJAEYC (NJ Assoc. for the Education of Young Children) Convention
 Location: Harrah's Atlantic City, NJ
 Date: 10/14-15/16
 Cost: \$298.74 (\$220.00 + \$39.37 per day mileage)

Staff Member(s): Jeanine Whitman
 Event: Dyslexia Conference
 Location: Somerset, NJ
 Date: 10/15/16
 Cost: \$256.59 (\$230.00 + \$26.59 mileage)

Staff Member(s): Nicole Lombard, Jeanine Whitman
 Event: Special Education Law in NJ Training
 Location: Sheraton Hotel, Parsippany, NJ
 Date: 10/27/16
 Cost: \$206.93 per person (\$199.99 + \$6.94 mileage)

Staff Member(s): Laura Quinn
 Event: Improve Behavior & Increase Learning (PreK-2) Workshop
 Location: Fairfield, NJ
 Date: 12/1/16
 Cost: \$245.00

Staff Member(s): Steven Lella
 Event: ERIC North Safety Meeting
 Location: East Windsor, NJ
 Date: 9/30/16
 Cost: \$27.71 mileage

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
Fridays: 10/21/16, 11/18/16*, 12/16/16, 1/20/17, 2/10/17, 3/17/17, 4/21/17, 5/19/17
Gymnasium, (*Media Center) 3:10-4:15pm

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, Essex Fells School's *Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act, July 1, 2015 – June 30, 2016*.

NOTE: Self-Assessment attached

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 submission of the *Constitutionally Protected Prayer Statement of Assurance for School Year 2016-2017* to the NJ Department of Education.

NOTE: Guidelines attached

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 retired technology (iPads)

NOTE: List 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 submission of *A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials* to the Essex County Office of Education for the 2016-2017 school year.

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, participation in Joint Transportation Services for the 2016-2017 school year with Essex Regional Educational Services Commission, for coordination of transportation of special education and / or specific destinations of school students.

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 second reading and adoption of the following policies:

Multi-Year Equity Plan Policy and Regulation Guide Updates

- P 1140 Affirmative Action Program (M) (Revised)
- P 1523 Comprehensive Equity Plan (M) (Revised)
- P 1530 Equal Employment Opportunities (M) (Revised)
- R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)
- P 1550 Affirmative Action Program for Employment and Contract Practices (M) (Revised)
- P&R 2200 Curriculum Content (M) (Revised)
- P 2260 Affirmative Action Program for School and Classroom Practices (M) (Revised)
- P&R 2411 Guidance Counseling (M) (Revised)
- P&R 2423 Bilingual and ESL Education (M) (Revised)
- P 2610 Educational Program Evaluation (M) (Revised)
- P 2622 Student Assessment (M) (Revised)
- P 5750 Equal Educational Opportunity (M) (Revised)
- P 5755 Equity in Educational Programs and Services (M) (Revised)

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

9. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the first reading of the following policies:

Recodification to Policy and Regulation Guide Updates

- P 1220 Employment of Chief School Administrator (M) (Revised)
- P 1310 Employment of School Business Administrator/Board Secretary (Revised)
- P 3111 Creating Positions (Revised)
- P 3124 Employment Contract (Revised)
- P 3125 Employment of Teaching Staff Members (M) (Revised)
- P 3125.2 Employment of Substitute Teachers (Revised)
- P&R 3126 District Mentoring Program (Revised)
- P 3141 Resignation (Revised)
- P&R 3144 Certification of Tenure Charges (Revised)
- P 3159 Teaching Staff Member/School District Reporting Responsibilities (Revised)
- P 3231 Outside Employment as Athletic Coach (Revised)
- P 3240 Professional Development for Teacher and School Leaders (M) (Revised)
- R 3240 Professional Development for Teacher and School Leaders (Revised)
- P&R 3244 In-Service Training (M) (Abolished)
- P 4159 Support Staff Member/School District Reporting Responsibilities (Revised)
- P 5305 Health Services Personnel (Revised)
- R 5330 Administration of Medication (M) (Revised)
- P 5350 Student Suicide Prevention (Revised)
- R 5350 Student Suicide (Revised)
- P 9541 Student Teachers/Interns (Revised)

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

VIII. Business Administrator’s Report

- Mr. Lella informed the board that the wiring of the fire panels between the two buildings had been completed on September 13th. This will allow the fire alarms to go off in both buildings in the event the alarm is triggered in one of the buildings. The fire panel replacement in building #2 will be completed on September 23rd. The fire panel in building #1 was replaced in 2013. Both buildings are wired into the carbon monoxide alarms.

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 Session Minutes	5/18/16
Executive Session Minutes	5/18/16
Regular Session Minutes	6/1/16
Executive Session Minutes	6/1/16

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

2. **RESOLVED**, that the Board of Education approves the bills and claims for September in the total amount of \$94,689.16, as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for August as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$59,167.82 including \$55,002.91 for the gross payroll, \$2,777.43 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

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 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. Drogin
Ayes:	5	Nays:	0

4. RESOLVED that the Board of Education approves the M1 & Comprehensive Maintenance Plan for the period FY '16 through FY '18, and authorizes the Business Administrator/Board Secretary to submit the Plan to the Essex County Executive Superintendent of Schools.

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

X. Old Business / Board Discussion

- Mrs. Gadaleta reported there was no update to the status of the 2015-16 calendar case.
- Mrs. Gadaleta reported to the Board that she had received email correspondence stating that EFS was one step closer to the final approval for National Blue Ribbon status. The announcement is to be made September 28th at 1pm.
- Mrs. Gadaleta informed the Board that we have reached out as to the status of the replacement for Ms. Gomez in her current district. They informed us they have not hired a replacement but feel they are getting close. Mrs. Gadaleta also noted that she will be advertising for the open paraprofessional position and hopes to fill it as soon as possible.

XI. New Business / Board Discussion

- Mrs. Gadaleta informed the Board that the Art Club paints a mural each year in the school and this year they would be painting the hallway outside of the Superintendent's Office. Mrs. Gadaleta stated that Mr. Trogani and Mrs. McNish were very excited. Mrs. Gadaleta asked the Board if they were ok with upgrading the murals that were over 10 years old. The Board agreed that this might not be a bad idea as we are not going to be able to restore them. The Board agreed that a picture should be taken of the murals as they are replaced.
- Mrs. Gadaleta updated the Board as to an injury that had taken place last night after school hours on the pre-school playground. Mrs. Gadaleta noted that a former student was playing on the playground and fell breaking the fence and his arm. Mrs. Gadaleta informed the Board that the fence is relatively new and is in good shape. The district will repair the broken fence and the Board hoped that the child was ok.

XII. Meeting Open for Public Comment

- No public comment.

XIV. Adjournment

At 8:15 P.M. the Board of Education and made a motion to adjourn. The next **Workshop Meeting** will be held on **Wednesday, October 5, 2016** at 7:30 P.M. in the Superintendent's Office, and the next **Regular Meeting** will be held on **Wednesday October 19, 2016** at 7:30 P.M., in the Media Center.

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin
 Ayes: 5 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	12	7	5
Mrs. Brutman/Mrs. Hromoko	1B/H	18	8	10
Ms. Mitchell	1M	18	8	10
Ms. Adair	2A	18	9	9
Mrs. Massaro/Mrs. Fitzgerald	2M/F	18	10	8
Mrs. Barshay	3B	15	9	6
Ms. Liebler/Mrs. MacKenzie	3L/M	15	10	5
Mrs. Banek	4B	10	4	6
Mrs. Hacker/Ms. Franz	4H/F	11	3	8
Ms. Cervino/Ms. Brower	5C/B	13	6	7
Ms. Craveiro	5C	12	7	5
Mrs. Buonomo	6B	13	4	9
Ms. Dalton/Ms. Gomez	6D/G	13	3	10
TOTAL		223	105	117
Out-of-District		2*		
FINAL TOTALS		225		

*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		
November		
December		
January		
February		
March		
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	9-21-16											
TOTAL # of Reported Incidents	1											
Number of Unfounded Incidents	1											
Number of Founded Incidents	0											

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