# THE PUBLIC SCHOOLS OF ESSEX FELLS, NJ BOARD OF EDUCATION MEETING

## THURSDAY, JULY 18, 2019

## SPECIAL PUBLIC MEETING 1:00 P.M. – SUPERINTENDENT'S OFFICE

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 as of July 16, 2019. Agendas were mailed to the Clerk of the Borough of Essex Fells, the Progress and the Star Ledger, and posted on the district's web-site.

#### I. Call to Order

# II. Roll Call

Mrs. Kris Huegel, President

Dr. Steven LoCascio, Vice-President

Mrs. Bethany Buccino

Mrs. Shani Drogin

Mrs. Debra Tedesco

## III. Flag Salute

# IV. Public Comment on Agenda Items Only

## V. President's Report

### VI. Superintendent's Report

- ESY
- Class Lists
- Jury Duty MVG

## VII. Old Business / Board Discussion

### VIII. New Business / Board Discussion

- Policy 9210 School-Connected Organizations
- Rolling Pick-Up
- 2019-2020 Before & Aftercare
- Preschool Residency

### IX. Superintendent's Resolutions

**RESOLVED** that the Board of Education approves Superintendent Resolutions #01 - 17.

1. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Merit Goals for Michelle V. Gadaleta in the 2019-2020 school year, for submission to the County Office of Education.

**NOTE:** Merit Goals Attached

Moved by: Seconded by:

Ayes: Nays:

**2. 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): Steve Lella

Event: SSS – Comprehensive Active Shooter Management Location: Passaic County Public Safety Academy, Wayne, NJ

Date: 7/16/19 Cost: \$0

Staff Member(s): Sara Christopher Event: Conquer Mathematics Location: Pompton Plains, NJ

Date: 9/20/19, 11/1/19, 1/17/20, 3/13/20

Cost: \$668.76 Total (\$160 per session = \$640; \$7.19 per day mileage = \$28.76)

Staff Member(s): Katie McNish

Event: ARTify 2019 – AENJ Annual Converence Location: Ocean Place Resort, Long Branch, NJ

Date: 10/6&7/19

Cost: \$245.04 Total (\$205.00 fees; \$40.04 mileage)

Moved by: Seconded by:

Ayes: Nays:

**3. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2019-2020 School Improvement Panel (ScIP)/District Evaluation Advisory Committee:

Michelle Gadaleta Superintendent/Principal Michelle Barshay Teacher Representative

Sara Christopher
Katie MacKenzie
Kelly Mitchell
Julie Piccoli
Kris Huegel
Teacher Representative
Teacher Representative
Teacher Representative
Parent Representative
BOE Representative

Moved by: Seconded by:

Ayes: Nays:

**4. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2019-2020 School Safety/Climate & Culture Team members:

Michelle Gadaleta Superintendent/Principal Rebecca Santin **HIB** Representative Lauren Brzostowski **Teacher Representative** Marisa Burger Teacher Representative Rory Duarte Teacher Representative Debbie Emma Teacher Representative Sue Hacker Teacher Representative Michelle Truchel Teacher Representative Judi Reynolds Teacher Representative Teacher Representative Tracie Wieczorek Julie Piccoli PTA Representative Laura D'Avella **EFFEE Representative** 

Moved by: Seconded by:

Ayes: Nays:

**5. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2019-2020 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: Seconded by:

Ayes: Nays:

**6. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2019-2020 Sunshine Committee:

Michelle Gadaleta Superintendent/Principal Jackie Castellano Teacher Representative Catherine Codella Teacher Representative Jaclyn Franzi Teacher Representative Kristen Kowalski Teacher Representative Molly Livio Teacher Representative Lisa Massaro Teacher Representative Katie McNish Teacher Representative Teacher Representative Laura Quinn Kimberly Trafford Teacher Representative Katie Vetere Teacher Representative

Moved by: Seconded by:

Ayes: Nays:

**7. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2019-2020 Report Card Revision/Portal Committee:

Michelle Gadaleta Superintendent/Principal Dorotea Banek Teacher Representative Teacher Representative Sara Christopher Monica Craveiro Teacher Representative Candice Fitzgerald Teacher Representative Teacher Representative Lisa Massaro Kelly Mitchell Teacher Representative Laura Ouinn Teacher Representative Rosalie Takkel Teacher Representative John Viggiano Teacher Representative

Moved by: Seconded by:

Ayes: Nays:

**8. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2019-2020 Professional Development Committee:

Michelle Gadaleta
Michelle Barshay
Catherine Codella
Debbie Emma
Laurie Fischer

Superintendent/Principal
Teacher Representative
Teacher Representative
Teacher Representative

Candice Fitzgerald Teacher Representative
Katie McNish Teacher Representative
Patricia Pakonis Teacher Representative

Moved by: Seconded by:

Ayes: Nays:

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

Tiny Treasures Extended School Day, Inc. Media Center – 7:00-8:30am and 3:00-6:00pm September 1, 2019 – June 30, 2020

PTA/6<sup>th</sup> Grade Committee – 6<sup>th</sup> Grade Class Meeting Technology Room – 6:30pm-7:30pm September 4, 2019

Sixth Grade Team Building Sleepover – EFS Campus 9/6/19 at 5:00pm – 9/7/19 at 8:00am

EFFEE Fall Enrichment September – December 2019 Tuesday – Thursday, 3:05-4:30pm **NOTE**: Schedule Attached

Moved by: Seconded by:

Ayes: Nays:

**10. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following substitutes for the 2019-2020 school year, at \$90/day, pending the usual criminal history and background check for new hires\*:

Farrah Carnahan Teacher Carli Castellano Teacher Eliza Chamesian Teacher Elizabeth DeStefano Teacher Richard DeVivo Teacher Leslie Dreps Teacher Joan Ganton Teacher Heather Howard Teacher Lori Kwiatkowski Teacher Lucille Lapone Teacher Michele Missonellie Teacher Frazer O'Neill Teacher Grace Pavlovec \* Teacher Teacher Evelyn Peter

|                 |              | July 10, 201 |
|-----------------|--------------|--------------|
| Jackie Savarese | Teacher      |              |
| Melissa Sweeney | Teacher      |              |
| Patricia Wahl   | Teacher      |              |
| Mariam Whelan   | Teacher      |              |
| Moved by:       | Seconded by: |              |
| Ayes:           | Nays:        |              |
|                 |              |              |

**11. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Professional Services Agreements for Related Services for students in accordance with their IEP's for the Extended School Year (Summer 2019) Program as follows:

### PT: Richard J. Trenery

Estimated 3 hours total at \$85/hour for:

Treatment

Total summer cost not to exceed: \$255.00

Moved by: Seconded by:

Ayes: Nays:

**12. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the contract for nursing services with Health Source Group for the 2019-2020 school year at the following hourly rates: RN - \$54; LPN - \$42; CNA - \$25; and TA - \$25.

Moved by: Seconded by:

Ayes: Nays:

**13. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the list of possible field trips for the 2019-2020 school year.

**NOTE:** List Attached

Moved by: Seconded by:

Ayes: Nays:

| 14. |                     | <b>RESOLVED</b> that the Board of Education accepts and approves, as recommended by the Superintendent, the Curriculum List and Revision Dates for the 2019-2020 school year. |   |  |  |
|-----|---------------------|---|---|--|--|
|     | NOTE:               | List Attached   |   |  |  |
|     |                     | Moved by:   | Seconded by:  |  |  |
|     |                     | Ayes:   | Nays:   |  |  |
| 15. |                     |   | Education accepts and approves, as recommended by List for the 2019-2020 school year.   |  |  |
|     | NOTE:               | List Attached   |   |  |  |
|     |                     | Moved by:   | Seconded by:  |  |  |
|     |                     | Ayes:   | Nays:   |  |  |
| 16. | by the Su for Deter | perintendent, the submi   | Education accepts and approves, as recommended ssion of the <i>Online School Self-Assessment</i> the <i>Anti-Bullying Bill of Rights Act</i> , July 1, 2018 to ment of Education. |  |  |
|     |                     | Moved by:   | Seconded by:  |  |  |
|     |                     | Ayes:   | Nays:   |  |  |
| 17. | the Sup             | erintendent, the submis   | Education accepts and approves, as recommended by sion of the IDEA application for Fiscal Year 2020, and Funds upon subsequent approval of the FY 2020 IDEA tounts:               |  |  |
|     |                     | Basic (ages 3-21)<br>Preschool (ages 3<br>Total   | \$50,762<br>-5) \$\frac{\\$ 3,856}{\\$54,618}   |  |  |
|     |                     | Moved by:   | Seconded by:  |  |  |
|     |                     | Ayes:   | Nays:   |  |  |

### X. Business Administrator's Report

- EFFEE BOE Lift Repair Reimbursement
- Field Maintenance Update
- Summer Projects

# XI. <u>Business Resolutions</u>

**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          | 4/3/19  |
|----------------------------------|---------|
| <b>Executive Session Minutes</b> | 4/3/19  |
| Regular Meeting Minutes          | 4/17/19 |
| <b>Executive Session Minutes</b> | 4/17/19 |
|                                  |         |

Moved by: Seconded by:

Ayes: Nays:

**2. RESOLVED** that the Board of Education approves a revised bills and claims for May in the amount of \$21,362.62 (formerly \$16,251.43), additional bills and claims for June in the total amounts of \$51,843.79 & \$114,828.73 and July in the amount of \$70,707.91 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 \$400,086.58 including \$372,583.47 for the gross payroll, \$8,494.39 for the Board's share of FICA/Medicare and \$19,008.72 for the State's share of FICA/Medicare.

Moved by: Seconded by:

Ayes: Nays:

**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 May;

**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: | Seconded by: |
|-----------|--------------|
| Ayes:     | Nays:        |

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

Moved by: Seconded by:

Ayes: Nays:

**5. WHEREAS**, the Essex Fells Board of Education (hereinafter referred to as the "Board") and Michelle V. Gadaleta are parties to an Employment Agreement for the period beginning July 1, 2017 and ending June 30, 2022 (hereinafter referred to as the "Employment Agreement"); and

**WHEREAS**, the parties have agreed upon modifications to the terms of the Employment Agreement, which are set forth in an Addendum to the Employment Agreement between Michelle V. Gadaleta, Superintendent of Schools and the Essex Fells Board of Education (hereinafter referred to as the "Addendum"); and

**WHEREAS**, the Addendum has been submitted to and approved by the Interim Executive County Superintendent, in accordance with N.J.S.A. 6A:23A-3.1.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves the Addendum, which is attached to this Resolution and made a part hereof

BE IT FURTHER RESOLVED that the Board hereby authorizes the Board President

|      | and the Board Secretary/Business Administrator to execute the Addendum and any other documents necessary to effectuate same.  |  |              |  |  |
|------|---|--|--------------|--|--|
|      |   | Moved by:  | Seconded by: |  |  |
|      |   | Ayes:  | Nays:        |  |  |
| 6.   |   | that the Board of Education accepts at for Michelle V. Gadaleta in the amo                     |              |  |  |
|      |   | Moved by:  | Seconded by: |  |  |
|      |   | Ayes:  | Nays:        |  |  |
| XII. | II. Resolution to Enter Executive Session BE IT RESOLVED that the Board shall enter into executive session immediately following this meeting to discuss Legal Issues and Safety & Security. The items discussed in Executive Session will be disclosed to the public when the need to maintain their confidentiality no longer exists.  Moved by: Seconded by: |  |              |  |  |
|      |   | Ayes:  | Nays:        |  |  |
| XIV. |   | <b>LVED</b> that this public meeting of the<br><b>lar Meeting</b> will be held on <b>Wedne</b> | <u> </u>     |  |  |
|      |   | Ayes:  | Nays:        |  |  |

2019-2020 Enrollment Count

| Teacher                        | Section | Total | M   | F   |
|--------------------------------|---------|-------|-----|-----|
| Mrs. Quinn/Ms. Duarte          | PS/AM   | 14    | 8   | 6   |
| Mrs. Quinn/Ms. Duarte          | PS/PM   | 14    | 6   | 8   |
| Mrs. Gann/Mrs. Takkel          | KG/T    | 13    | 9   | 4   |
| Ms. Livio                      | KL      | 13    | 10  | 3   |
| Mrs. Brutman                   | 1B      | 13    | 8   | 5   |
| Ms. Mitchell/Mrs. Hromoko      | 1M/H    | 13    | 5   | 8   |
| Ms. Burger                     | 2B      | 17    | 9   | 8   |
| Mrs. Fitzgerald/Mrs. MacKenzie | 2F/M    | 17    | 9   | 8   |
| Ms. Kowalski/Ms. Wieczorek     | 3K/W    | 13    | 7   | 6   |
| Mrs. Massaro                   | 3M      | 14    | 6   | 8   |
| Mrs. Banek/Ms. Franzi          | 4B/F    | 20    | 10  | 10  |
| Mrs. Hacker/Mrs. Brzostowski   | 4H/B    | 20    | 9   | 11  |
| Ms. Craveiro/Mrs. Vetere       | 5C/V    | 20    | 12  | 8   |
| Mrs. Truchel/Mrs. Criscione    | 5C/T    | 19    | 9   | 10  |
| Mrs. Buonomo/Ms. Myers         | 6B/M    | 14    | 9   | 5   |
| Mrs. Christopher               | 6C      | 15    | 11  | 4   |
| TOTAL                          |         | 249   | 137 | 112 |
| Out-of-District                |         | 2*    |     |     |
| FINAL TOTALS                   |         | 251   |     |     |

<sup>\*</sup>Total includes 2 out-of-district students

Fire Drills: 2019-20

| 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      | 9/18/19 | 10/16/19 | 11/20/19 | 12/18/19 |
|--------------------------------|---------|----------|----------|----------|
| TOTAL # of Reported Incidents  |         |          |          |          |
| Number of Unfounded Incidents  |         |          |          |          |
| Number of Founded Incidents    |         |          |          |          |
| Violence & Vandalism Incidents |         |          |          |          |

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#### 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. Ongoing professional development is acknowledged as the foundation for promoting outstanding pupil achievement.