

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

**WEDNESDAY, SEPTEMBER 16, 2015
PUBLIC MEETING – 7:30 P.M. – MEDIA CENTER**

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 January 7, 2015. 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 – 7:30 P.M.

II. Roll Call

Mrs. Carol D'Alessandro, Vice-President
Mrs. Shani Drogin
Mrs. Kris Huegel
Dr. Steven LoCascio, President
Dr. Michele Nitti

III. Flag Salute

IV. Public Comment on Agenda Items Only

V. President's Report

VI. Superintendent's Report

- NCLB
- PTA Gift to School
- Safety Team

VII. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions # 01-13.

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: Laura Roberts
Event: Student Centered Math Classrooms Workshop
Location: Conquer Mathematics, Fairfield, NJ
Date: 9/24/15
Cost: \$135

Staff Member: Catherine Codella
Event: Young Audiences Fall Artist Showcase
Location: Borough Elementary School, Morris Plains, NJ
Date: 9/29/15
Cost: \$0

Staff Members: Catherine Codella, Catherine McNish
Event: Full STEAM Ahead 2015 Art Conference
Location: Ocean Place Resort and Spa, Long Branch, NJ
Date: 10/4-5/15
Cost: \$190 per person

Staff Member: Nicole Aramando
Event: Social Skills Intervention Strategies for Individuals with Autism
Location: Conference Center at Foundation for Edu. Admin., Monroe, NJ
Date: 10/9/15
Cost: \$140

Staff Member: John Trogani
Event: NJSMA Elementary Music Workshop
Location: Zeri's Inn, Mountain Lakes, NJ
Date: 10/12/15
Cost: \$65

Staff Member: Sara Dalton
Event: NGSS Classroom Practices & Curriculum Development, Grades 6-12
Location: MSU
Date: 10/15/15, 10/20/15
Cost: \$300 total (\$150 per session)

Staff Members: Jaclyn Franzi, Susan Hacker
Event: Operations & Algebraic Thinking in the Inclusion Classroom Workshop
Location: Conquer Mathematics, Fairfield, NJ
Date: 10/29/15
Cost: \$125 per person

Staff Members: Kristin Gann, Kelly Mitchell
Event: Counting & Cardinality Workshop
Location: Conquer Mathematics, Fairfield, NJ
Date: 11/13/15
Cost: \$125 per person

Staff Member: Catherine Codella
Event: Anxiety Disorders in Children and Adolescents Workshop
Location: Sheraton Hotel, Edison, NJ
Date: 11/18/15
Cost: \$199.99

Staff Member: Laura Roberts
Event: Numbers & Operations in Base 10 Workshop
Location: Conquer Mathematics, Fairfield, NJ
Date: 12/10/15
Cost: \$135

Staff Members: Marisa Burger, Kristin Gann, Kelly Mitchell, Laura Quinn
 Event: Dr. Jean's Active Learning Adventure
 Location: Wilshire Grand Hotel, West Orange, NJ
 Date: 12/11/15
 Cost: \$220 per person

Staff Members: Nicole Cervino, Katie MacKenzie
 Event: Special Education - Inclusion Class: Measurement 3-5 Workshop
 Location: Conquer Mathematics, Fairfield, NJ
 Date: 1/13/16
 Cost: \$135 per person

Staff Members: Kristin Gann, Kelly Mitchell
 Event: Geometry, Measurement & Data Workshop
 Location: Conquer Mathematics, Fairfield, NJ
 Date: 2/5/16
 Cost: \$125 per person

Staff Member: Jackie Castellano
 Event: NJECC Meetings
 Location: MSU
 Dates: 9/18/15, 10/16/15, 11/20/15, 12/18/15, 1/13-15/16, 2/26/16, 3/18/16, 5/20/16, 6/10/16
 Cost: \$0

Moved by:

Seconded by:

Ayes:

Nays:

- 2. 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 2015-2016 school year.

Moved by:

Seconded by:

Ayes:

Nays:

- 3. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the list of Field Trips for the 2015-2016 school year:

Liberty Science Center

Moved by:

Seconded by:

Ayes:

Nays:

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

Second Grade Girl Scout Troop
Media Center, 3:05-4:00pm
9/18/15, 10/16/15, 11/20/15, 12/18/15
1/22/16, 2/19/16, 3/18/16, 4/29/16, 5/20/16, 6/9/16

Moved by:

Seconded by:

Ayes:

Nays:

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

Stephanie Caro - School Psychology Externship
Cooperating Teacher - Nicole Aramando
Fall Semester, 2015

Moved by:

Seconded by:

Ayes:

Nays:

- 6. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following substitutes for the 2015-2016 school year, at \$80/day, pending the usual criminal history and background check:

Richard DeVivo	Teacher
Melissa Sweeney	Teacher
Hanna Walkinshaw	Teacher

Moved by:

Seconded by:

Ayes:

Nays:

- 7. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2015-2016 School Safety Team members:

Michelle Gadaleta	Superintendent/Principal
Catherine Codella	Specialist
Judi Reynolds	Lead Teacher Representative
Jeanine Whitman	Lead Teacher Representative
Carolyn Goldman	PTA Representative
Maggie O'Connor	EFFEE Representative
Katie McNish	Teacher Representative
Gail Ellowitch	Nurse
John Trogani	Teacher Representative

Moved by:

Seconded by:

Ayes:

Nays:

- 8. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2015-2016 District Evaluation Advisory Committee:

Michelle Gadaleta	Evaluator
Shani Drogin	BOE Representative
Nicolina Lattarulo	Parent Representative
Judi Reynolds	Lead Teacher Representative
Jeanine Whitman	Lead Teacher Representative
Jackie Castellano	Teacher Representative
Candice Fitzgerald	Teacher Representative

Moved by:

Seconded by:

Ayes:

Nays:

- 9. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2015-2016 School Improvement Panel (ScIP):

Michelle Gadaleta	Superintendent/Principal
Judi Reynolds	Lead Teacher Representative
Jeanine Whitman	Lead Teacher Representative
Marisa Burger	Teacher Representative
Debbie Emma	Teacher Representative
Lisa Massaro	Teacher Representative
Laura Quinn	Teacher Representative

Moved by:

Seconded by:

Ayes:

Nays:

- 10. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2015-2016 District Testing Committee:

Michelle Gadaleta	Superintendent/Principal
Judi Reynolds	Lead Teacher Representative
Jeanine Whitman	Lead Teacher Representative
Jackie Castellano	Technology Coordinator
Nicole Cervino	Teacher Representative
Brian Vega	IT Technician

Moved by:

Seconded by:

Ayes:

Nays:

- 11. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the second reading and adoption of the following policies:

P 0134	Board Self Evaluation (Revised)
P 0152	Board Officers (Revised)
P 2622	Student Assessment (M) (Revised)
P 3212	Attendance (Revised)
P 4212	Attendance (Revised) (formerly P 4211 – Attendance)
P & R 3218	Substance Abuse (M) (Revised)
P & R 4218	Substance Abuse (M) (Revised)
P & R 5200	Attendance (M) (Revised)
P 8630	Bus Driver/Bus Aide Responsibility (M) (Revised)
R 8630	Emergency School Bus Procedures (M) (Revised)

Moved by:

Seconded by:

Ayes:

Nays:

- 12. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following revision to the Lunch Duty stipend positions for the 2015-2016 school year at the \$30 per session contractual rate:

<u>Grades K-2</u>		<u>Grades 3-6</u>	
Kimberly McMahon	Tu, W, Th	Nicole Aramando	M, Tu
Laura Roberts	M, F	Nicole Cervino	Th, F
John Viggiano	M-F	Gail Ellowitch	W
		John Trogani	M-F

Moved by:

Seconded by:

Ayes:

Nays:

13. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the NCLB (No Child Left Behind) application for Fiscal Year 2016 to the County Office of Education and accepts the grant award in the amount of \$2,737.

Title I	\$17,808	refusal
Title IIA	2,737	
Title III	<u>237</u>	refusal
Total	\$20,782	

Moved by:

Seconded by:

Ayes:

Nays:

VIII. Business Administrator's Report

- Brown & Brown Benefit Advisors: Affordable Care Act 6055 & 6056 Reporting
- Unemployment Office Claim Verification
- **2014-15 Audit Start Date**

IX. Business Resolutions

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

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

Regular Meeting Minutes	8/5/15
Executive Session Minutes	8/5/15
Special Meeting Minutes	8/18/15

Moved by:

Seconded by:

Ayes:

Nays:

2. **RESOLVED** that the Board of Education approves the bills and claims for September 2015 in the total amount of **\$159,195.19** as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED that the Board of Education approves the bills and claims for August in the total amount of \$156,814.53 as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED that the Board of Education approves the bills and claims for June 30, 2015 in the total amount of \$7,011.88 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 \$59,806.61 including \$55,593.78 for the gross payroll, \$2,847.17 for the Board's share of FICA/Medicare and \$1,365.66 for the State's share of FICA/Medicare.

Moved by:

Seconded by:

Ayes:

Nays:

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

Moved by:

Seconded by:

Ayes:

Nays:

4. **RESOLVED** that the Board of Education approves the M1 & Comprehensive Maintenance Plan for the period FY '15 through FY '17, and authorizes the Business Administrator/Board Secretary to submit the Plan to the Essex County Executive Superintendent of Schools.

Moved by:

Seconded by:

Ayes:

Nays:

5. **RESOLVED** that the Board of Education approves the amendment to the District's Long Range Facility Plan for the Nurse's Office Renovation.

Moved by:

Seconded by:

Ayes:

Nays:

X. Old Business / Board Discussion

- Legal Fees for 2015-16 School Year
- Speech Staffing Update/Early Childhood Program Initiative
- OOD Placement Status
- Security Drill Procedure Update

XI. New Business / Board Discussion

- Parking Lot Exit
- Residency of New Families

XII. Meeting Open for Public Comment**XIV. Adjournment**

BE IT RESOLVED that this public meeting of the Board of Education be adjourned. The next **Workshop Meeting** will be held on **Wednesday, October 7, 2015** in the Superintendent's Office. The next **Regular Meeting** will be held on **Wednesday, October 21, 2015** in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays:

Enrollment Count: 2015-2016

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	13	6	7
Mrs. Quinn/Ms. Burger	PS/PM	12	7	5
Mrs. Gann/Ms. Almeida	KG/A	18	9	9
Ms. Mitchell	KM	17	7	10
Mrs. Brutman	1B	15	9	6
Mrs. Massaro/Mrs. Hromoko	1M/H	15	8	7
Ms. McMahon	2M	14	9	5
Mrs. Roberts/Ms. Brower	2R/B	14	9	5
Ms. Cervino/Mrs. MacKenzie	3C/M	10	4	6
Mrs. Reynolds	3R	10	3	7
Mrs. Barshay/Ms. Franzi	4B/F	11	5	6
Mrs. Hacker	4H	11	5	6
Mrs. Banek	5B	11	3	8
Ms. Craveiro/Mrs. Fitzgerald	5C/F	12	2	10
Mrs. Buonomo/Mrs. Whitman	6B/W	11	5	6
Ms. Dalton	6D	10	5	5
Total		204	96	108
Out-of-District		4+		
FINAL TOTALS		208	96	108

+ Total includes 4 out-of-district students

Fire Drills: 2015-2016

Month	Fire Drill	Emergency Drill
September	9-15-15	Lockdown 9-10-15
October		
November		
December		
January		
February		
March		
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	9/16/15								
TOTAL # of Reported Incidents	0								
Number of Unfounded Incidents	0								
Number of Founded Incidents	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.