

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

**WEDNESDAY, AUGUST 5, 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 June 18, 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**

- 2015-2016 School Year Opening - School Theme: A Year of Challenging Minds, Nurturing Hearts, and Embracing the Joy of Learning
- New Staff
- Spring Break/PARCC Schedule
- BOE Goals
- District/Superintendent Goals
- Merit Goals
- Curriculum Updates
- NCLB Titles I & III Refusal
- Essex Fells Teachers' Association file Unfair Labor Practice against EFBOE for school year start date
- Tenure Recognition
- OOD Placement Change
- Substitute Nursing Services
- State Report on Unannounced Safety Drill

**VII. 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 District/Superintendent Goals for the 2015-2016 school year.

**NOTE:** Attachment A

Moved by:

Seconded by:

Ayes:

Nays:

- 2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Board of Education Goals for the 2015-2016 school year.

**NOTE:** Attachment B

Moved by:

Seconded by:

Ayes:

Nays:

- 3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission to the NJDOE of the *Anti-Bullying Bill of Rights Act School Self-Assessment for Determining HIB Grades*.

**NOTE:** Attachment C

Moved by:

Seconded by:

Ayes:

Nays:

- 4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Merit Goals for Michelle V. Gadaleta in the 2015-2016 school year.

**NOTE:** Attachment D

Moved by:

Seconded by:

Ayes:

Nays:

- 5. **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:

- 6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the IDEA application for Fiscal Year 2016, and accepts the grant award of the funds upon subsequent approval of the FY 2016 IDEA application in the following amounts:

Basic (ages 3-21)	\$46,231
Preschool (ages 3-5)	<u>\$ 3,694</u>
Total	\$49,925

Moved by:

Seconded by:

Ayes:

Nays:

- 7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Essex Fells School District Mentoring Plan and Statement of Assurance for the 2015-2016 school year.

**NOTE:** Plan with Mrs. Gadaleta

Moved by:

Seconded by:

Ayes:

Nays:

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

Essex Fells Recreation  
 September 1 - November 15, 2015, Fields  
 Monday-Friday, 3:00pm-Dusk; Saturdays & Sundays, 8:00am-4:00pm

Moved by:

Seconded by:

Ayes:

Nays:

9. **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: Michelle V. Gadaleta  
Event: Stronge IRR Training  
Location: Glen Rock, NJ  
Date: 8/28/15  
Cost: \$149.00

Staff Members: Monica Craveiro, Candice Fitzgerald  
Event: Buehler Center Booster Workshop  
Location: Bergen Community College, Paramus, NJ  
Date: 10/14/15  
Cost: \$0

Staff Member: Steven Lella  
Event: NJASBO Meetings  
Location: Rockaway, NJ  
Dates: 9/10/15, 10/15/15, 11/17/15, 12/8/15, 1/12/16, 2/11/16, 3/15/16, 4/14/16  
Cost: \$400 (\$50 each)  
Mileage: \$91.84 (\$11.48 each)

Staff Member: Steven Lella  
Event: November 2015 Election Application Drop Off  
Location: Newark, NJ  
Date: 7/27/15  
Mileage & Tolls: \$7.63 & \$2.45

Moved by:

Seconded by:

Ayes:

Nays:

10. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the list of possible field trips for the 2015-2016 school year.

**NOTE:** See Attachment E

Moved by:

Seconded by:

Ayes:

Nays:

11. **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:

Joann Barker	Nurse (\$109/day)
Jacquelyn Burke	Nurse (\$109/day)
Theresa Caffarra	Teacher

Paula Cox	Teacher
Jocelyn Eckstein-Friedman	Teacher
Lisa Evangelista	Teacher
Tracey Gardner	Teacher
Rob Giglio	Teacher
Jody James	Teacher
Susanne Keane Toes	Teacher
Karen Kopec	Teacher
Lori Kwiatkowski	Teacher
Lucille Lapone	Teacher
Frazer O’Neill	Teacher
Jacquelyn Sweigart	Teacher
Patricia Wahl	Teacher
Mariam Whelan	Teacher

Moved by:	Seconded by:
Ayes:	Nays:

**12. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the contract with Liberty Healthcare Services, Inc., for Nursing Services for the 2015-2016 school year.

Moved by:	Seconded by:
Ayes:	Nays:

**13. RESOLVED** that the Board of Education appoints, as recommended by the Superintendent, Marco Pannullo for IT Services for the 2015-2016 school year, at an hourly rate of \$40.

**NOTE:** Requested proposal from Mr. Pannullo

Moved by:	Seconded by:
Ayes:	Nays:

**14. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, Conor Queenan as a summer 2015 volunteer.

Moved by:	Seconded by:
Ayes:	Nays:

15. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Curriculum List and Revision Dates for the 2015-2016 school year.

**NOTE:** Attachment F

Moved by:

Seconded by:

Ayes:

Nays:

16. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Textbook List for the 2015-2016 school year.

**NOTE:** Attachment G

Moved by:

Seconded by:

Ayes:

Nays:

17. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following retired technology:

- Serial Number
- 2UA92907YS
- 2UA92907YX
- 2UA92907YO
- 2UA92907YN
- 2UA92907YC
- 2UA92907XR
- 2UA92907XP
- 2UA92907ZO
- 2UA92907Y3
- 2UA92907YH
- 2UA92907XT
- 2UA92907YZ
- 2UA92907MX
- 2UA92907Y6
- 2UA92907Y1
- 2UA92907YY
- 2UA92907YF
- 2UA92907Z1
- 2UA92907XY
- 2UA92907YJ
- 2UA92907YB

2UA92907XX  
2UA92907XS  
2UA92907XQ  
2UA92907XZ  
2UA92907YB  
2UA0060B3G  
2UA92907YV  
2UA92907XK

Moved by:

Seconded by:

Ayes:

Nays:

**VIII. Business Administrator’s Report**

- Boiler Project Update
- Extraordinary Aid Amount
- Nurse’s Office
- Railing
- Stucco
- **Business Office Assistant Start Date**

**IX. Business Resolutions**

**RESOLVED** that the Board of Education approves Business Resolutions # 01 – 07.

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

Workshop/School Budget Hearing Minutes	5/6/15
Executive Session Minutes	5/6/15
Regular Meeting Minutes	5/20/15
Executive Session Minutes	5/20/15
Regular Meeting Minutes	6/17/15
Executive Session Minutes	6/17/15
Special Session Minutes	7/9/15

Moved by:

Seconded by:

Ayes:

Nays:

2. **RESOLVED** that the Board of Education approves the bills and claims for June 30<sup>th</sup> 2015 in the total amount of \$20,980.29 as certified by the Business Administrator/ Board Secretary; and

**BE IT FURTHER RESOLVED** that the Board of Education approves the bills and claims for July in the total amount of **\$42,858.79 & \$102,639.20** 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 \$331,095.18 including \$308,507.28 for the gross payroll, \$7,374.64 for the Board’s share of FICA/Medicare and \$15,213.26 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 \$75,166.36 including \$69,879.71 for the gross payroll, \$3,923.98 for the Board’s share of FICA/Medicare and \$1,365.68 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 June as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by:

Seconded by:

Ayes:

Nays:

- 4. **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 May & June; and

**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:

- 5. **RESOLVED** that the Board of Education approve appropriating additional fiscal year 2015 Extraordinary Aid funding to the 2015-16 school budget in the amount of \$63,542 to line account 11-120-100-101-01; and

**BE IT FURTHER RESOLVED** that the Essex Fells Board of Education acknowledges that it did not include an estimated Extraordinary Aid payment in the 2014-15 school budget and received an award of Extraordinary Aid in the amount of \$63,542; and

**BE IT FURTHER RESOLVED** that NJAC 6A:23A2.13(d)6 provides that a district Board of Education may, at any time without commissioner approval, appropriate surplus generated from state revenue such as Extraordinary Aid, that has been excluded from the excess surplus calculation in the prior year.

Moved by:

Seconded by:

Ayes:

Nays:

- 6. **WHEREAS** the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1, 2015 has increased the bid threshold amount for school districts whose purchasing agents do not possess a qualified purchasing agent (QPA) certificate, from \$26,000 to \$29,000,

**WHEREAS**, the Essex Fells Board of Education would like to take advantage of the maximum statutory bid threshold amount of \$29,000 for school districts who do not have a qualified purchasing agent;

**NOW, THEREFORE BE IT RESOLVED** that the Essex Fells Board of Education, establishes and sets the bid threshold amount of \$29,000 for the board of education, and further authorizes Steven J. Lella to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate the newly established bid threshold amount.

Moved by:

Seconded by:

Ayes:

Nays:

7. **RESOLVED** that the Board of Education approve the submission of all applicable documents to the Department of Education Facilities for project #1400-050-16-1000, Nurse’s Office Alterations.

Moved by:

Seconded by:

Ayes:

Nays:

**X. Old Business / Board Discussion**

- Bike Road-eo Follow-up
- Discussion/Revision of 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)

**XI. New Business / Board Discussion**

**XII. Meeting Open for Public Comment**

**XIII. Adjournment**

**BE IT RESOLVED** that this public meeting of the Board of Education be adjourned. The next meetings of the Board of Education will be held at 7:30 P.M. on the following dates:

- Regular Meeting - **Wednesday, August 19, 2015** - Media Center
- Workshop Meeting - **Wednesday, September 2, 2015** - Superintendent’s Office
- Regular Meeting - **Wednesday, September 16, 2015** - Media Center

Moved by:

Seconded by:

Ayes:

Nays:

**Enrollment Count: 2015-2016**

<b>Teacher</b>	<b>Section</b>	<b>Total</b>	<b>M</b>	<b>F</b>
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	18	8	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	10	5	5
Ms. Dalton	6D	11	5	6
<b>Total</b>		<b>205</b>	<b>97</b>	<b>108</b>
Out-of-District		4+		
<b>FINAL TOTALS</b>		<b>209</b>	<b>97</b>	<b>108</b>

+ Total includes 3 out-of-district students

**Fire Drills: 2015-2016**

<b>Month</b>	<b>Fire Drill</b>	<b>Emergency Drill</b>
September		
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									
Number of Unfounded Incidents									
Number of Founded Incidents									

**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.