

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

**WEDNESDAY, JUNE 15, 2011  
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 May 4, 2011. 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. Alison Cirenza  
Mrs. Carol D'Alessandro  
Mr. Peter Hutchinson  
Dr. Steven LoCascio, Vice-President  
Dr. Michele Nitti, President

**III. Flag Salute**

**IV. Public Comment on Agenda Items**

**V. President's Report**

**VI. Superintendent's Report**

- Persuasive Essays read by Alexa DeVito, Liam Marsh, and Chris Whelan
- New Sixth Grade staff appointment
- State approval of Acting Administrators

**VII. Superintendent's Resolutions**

**RESOLVED** that the Board of Education approves Superintendent Resolutions # 01 – 28.

- 1. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following field trip requests:

Grade 6 Move-up Day at West Essex – June 15

Moved by:

Seconded by:

Ayes:

Nayes:

2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the payment of \$150 to Camp Mason for a swimming pool charge on June 8, 2011.

Moved by:

Seconded by:

Ayes:

Nayes:

3. **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 9250 for Professional Development:

Staff Members: Katie McLain, Emily Ziccardi  
Event: "The Effective Teacher" Workshop  
Location: Bloomfield High School, Bloomfield, NJ  
Dates: 8/26/11  
Cost: \$99 per person

Moved by:

Seconded by:

Ayes:

Nayes:

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Michael Davison as Business Administrator/Board Secretary for the 2011-2012 school year.

**NOTES:** See contract

Moved by:

Seconded by:

Ayes:

Nayes:

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following administrative salaries for the 2011-2012 school year:

Michelle Gadaleta	Supt/Principal	\$134,640
Michael Davison	BA	\$76,092

Moved by:

Seconded by:

Ayes:

Nayes:

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following teaching staff salaries for the 2011-2012 school year:

NAME	FTE	GUIDE	STEP	SALARY
Rosalie Almeida	1.00	BA+30	5	\$55,772
Dorotea Banek	1.00	MA+30	15	\$80,577
Michelle Barshay	1.00	BA+30	7	\$57,606
Laura Brutman	1.00	MA	7	\$58,558
Nina Buonomo	1.00	BA+15	11	\$62,111
Catherine Codella	0.70	MA	9	\$42,755
Monica Craveiro	1.00	BA	2	\$48,871
Debbie Emma	1.00	BA	13	\$65,698
Kristin Gann	0.50	BA	15	\$36,001
Susan Hacker	1.00	MA	7	\$58,558
Deana Hromoko	1.00	MA+30	10	\$66,478
Beth Mahaney	0.40	MA+30	12	\$28,563
Lisa Massaro	1.00	MA+15	15	\$78,434
Katie McLain	1.00	MA	2	\$54,112
Kimberly McMahan	1.00	BA	7	\$53,316
Kelly Mitchell	1.00	MA+15	8	\$60,896
Sonja Oftedal	1.00	MA+15	17	\$86,716
Deborah Raimo	0.525	BA+30	9	\$31,567
Judi Reynolds	1.00	MA	13	\$74,273
Debbie Rosenson	0.10	MA	17	\$8,530
Laura Short	1.00	MA	13	\$70,938
John Trogani	1.00	BA	7	\$53,316
John Viggiano	1.00	MA	5	\$56,724
Jeanine Whitman	1.00	MA+30	10	\$66,478
Sharon Zeman	0.80	MA	14	\$59,042
Emily Ziccardi	1.00	MA+15	3	\$56,151
Jackie Castellano	1.00	MA+30	17	\$89,016
			Longevity	\$1,181
			Total	\$90,197
Linda Costello	1.00	MA+15	17	\$86,716
			Longevity	\$900
			Total	\$87,616
Gail Ellowitch	1.00	BA+15	17	\$81,798
			Longevity	\$1,181
			Total	\$82,979
Roe Haberman	1.00	MA+30	17	\$89,016
			Longevity	\$1,181
			Total	\$90,197

Moved by:

Seconded by:

Ayes:

Nays:



**11. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Candice Belmont, maternity replacement teacher, for the 2011-2012 school year, at a prorated BA Step 1 salary, not to include health benefits.

Moved by:

Seconded by:

Ayes:

Nayes:

**12. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Judi Reynolds as acting administrator for the period of June 7-25, 2011 and the appointment of Jeanine Whitman as acting administrator for the period of June 25 to August 3, 2011.

**NOTES:** Draft with letter pending

Moved by:

Seconded by:

Ayes:

Nayes:

**13. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the payment of a \$2,000.00 stipend to Sonja Oftedal for serving as coordinator of the district’s child study team for the 2011-2012 school year.

Moved by:

Seconded by:

Ayes:

Nayes:

**14. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Dr. Howard Schlachter as medical inspector for the 2011-2012 school year.

**NOTES:** Contract attached

Moved by:

Seconded by:

Ayes:

Nayes:

15. **RESOLVED** that the Board of Education accept the recommendation of the Superintendent and approve the payment for perfect attendance, as stipulated in the collective bargaining agreement with the EFTA, and to support personnel in accordance with district policy, as follows:

Nina Buonomo	\$150.00 (1 Personal Day)
Gail Ellowitch	\$150.00 (1 Personal Day)
Santiago Galindo	\$250.00
Katie McLain	\$150.00 (1 Sick Day)
Adi Sulisty	\$250.00
Lucy Sulisty	\$150.00 (1 Personal Day)

**NOTES:** Pending completion of school year

Moved by:	Seconded by:
Ayes:	Nays:

16. **RESOLVED** that the Board of Education accepts the recommendation of the Superintendent and approves Jackie Castellano for technology input of our new programs during the summer of 2011 at \$40/hour for a maximum of 20 hours.

Moved by:	Seconded by:
Ayes:	Nays:

17. **RESOLVED** that the Board of Education accepts the recommendation of the Superintendent and approves the Jeanne Jeffries to assist with technology input of our new programs during the summer of 2011 at \$40/hour for a maximum of 20 hours.

Moved by:	Seconded by:
Ayes:	Nays:

18. **RESOLVED** that the Board of Education accepts the recommendation of the Superintendent and approves the employment of James Perrella and Alex Secoy as student assistants in the custodial department for the 2011 summer, at the rate of \$10.00 per hour for a total of 50 hours for each assistant.

Moved by:	Seconded by:
Ayes:	Nays:

**19. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, that Michelle Morgan, a student at Thomas Edison State College, completes 4 hours of observation in Judi Reynolds' classroom on May 24, 2011 which will fulfill NJDOE requirements for her alternate route certification.

Moved by:

Seconded by:

Ayes:

Nayes:

**20. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the request by Jeanine Whitman to end her maternity leave and return to work on June 20, 2011.

**NOTES:** Letter attached

Moved by:

Seconded by:

Ayes:

Nayes:

**21. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following substitute appointments, pending the usual criminal history and background check:

Bernadette Guerriero – nurse – 2010-11 Extended School Year Program at \$40/hr  
Olivia Minervino – teacher – 2010-11 school year at \$70/day

**NOTES:** Letter/resume attachments

Moved by:

Seconded by:

Ayes:

Nayes:

**22. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Sara Dalton, Grade 6 Teacher, BA, Step 1, at a salary of \$48,241, for the 2011-2012 school year, pending the usual criminal history and background check.

**NOTES:** Letter/resume attachments

Moved by:

Seconded by:

Ayes:

Nays:

23. **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 2011-2012 school year as follows:

OT: Caldwell Pediatric Therapy Center  
Summer 2011 Estimated 17 hours total at \$85/hour

Velma Conway  
School Year 2011-2012 Estimated 7 hours/week at \$83/hour

PT: Wellness & Rehabilitation Services  
Summer 2011 Estimated 22 hours total – treatment  
Estimated 6 hours total – data  
\$85.00 per hour of treatment/data

School Year 2011-12 Average 8.0 hrs/wk  
\$75.00 per hour of treatment/data  
\$250.00 per evaluation

ABA: Payne Associates (Frank and Heather Payne)  
\$90.00 per hour of services  
Summer = estimated 18.5 hours  
School year = estimated 3.25 hours weekly – school program  
= estimated 7.5 hours monthly – home instruction

\$55.00 per hour for curriculum development  
Summer = estimated 4.5 hours total  
School year = estimated 4.5 hours monthly

Patrice Lisante  
\$40.00 per hour of services  
Summer = estimated 15 hours  
School year = estimated 2.5 hours weekly

\$30.00 per hour for data review  
Summer = 3 hours  
School year = estimated .75 hours weekly

SPEECH: Creative Speech Solutions \$90/hr  
Summer 2011 = estimated 38 hrs

Moved by: Seconded by:

Ayes: Nays:



**24. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the Security Drill Statement of Assurance for the 2011-2012 school year to the County Office of Education.

Moved by:

Seconded by:

Ayes:

Nays:

**25. RESOLVED**, that the Board of Education approves the Request to Provide 2011-2012 Services Contract with the New Jersey Commission for the Blind and Visually Impaired in the amount of \$1,700.00.

Moved by:

Seconded by:

Ayes:

Nays:

**26. RESOLVED** that the Board of Education accepts with gratitude, as recommended by the Superintendent, the generous gift of class projects for the school from the Lathrop and Huelbig Families.

Moved by:

Seconded by:

Ayes:

Nays:

**27. RESOLVED** that the Board of Education accepts with gratitude, as recommended by the Superintendent, the generous gift of physical and occupational supplies for the school from the West Essex Parents for Autism Awareness.

Moved by:

Seconded by:

Ayes:

Nays:

**28. RESOLVED** that the Board of Education, as recommended by the Superintendent, extends thanks to the PTA and Essex Fells Foundation for Educational Excellence for their generous donations throughout the 2010-2011 school year.

Moved by:

Seconded by:

Ayes:

Nays:

**VIII. Business Administrator's Report**

- Criminal History Check for Board Members
- Year End Items
- January 2011 and February 2011 Board Secretary Reports



**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:

Nayes:

- 5. **WHEREAS**, the Board of Education has received revised Reports of the Board Secretary for the months of January 2011 and February 2011; 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 revised financial reports for the months of January 2011 and February 2011 be accepted and shall become a part of the official minutes of this meeting.

Moved by:

Seconded by:

Ayes:

Nayes:

- 6. **WHEREAS**, NJSA 18A: 7F-41 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Essex Fells Board of Education wishes to deposit anticipated current year surplus into the Capital Reserve account at year end, and

**WHEREAS**, the Essex Fells Board of Education has determined that an amount not to exceed \$100,000.00 may be available for such purpose of transfer;

**NOW THEREFORE BE IT RESOLVED** by the Essex Fells Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Moved by:

Seconded by:

Ayes:

Nayes:

- 7. **WHEREAS**, NJSA 18A: 7F-41 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Essex Fells Board of Education wishes to deposit anticipated current year surplus into an Emergency Reserve account at year end, and

**WHEREAS**, the Essex Fells Board of Education has determined that an amount not to exceed \$40,000.00 may be available for such purpose of transfer;

**NOW THEREFORE BE IT RESOLVED** by the Essex Fells Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Moved by:

Seconded by:

Ayes:

Nayes:

- 8. **RESOLVED** that the Board of Education authorizes the Business Administrator to pay supplementary bill lists and payroll which shall become due on or before June 30, 2010, including all payables; and

**BE IT FURTHER RESOLVED** that the Board authorizes the Business Administrator to proceed with all necessary adjustments to close the books for the 2010-11 school year, as well as any and all entries and actions for opening of the 2011-12 school year, including but not limited to the cancellation of purchase orders, transfers, compliance with the Public Contracts Law, and other such actions as may be required by statute, code and policy; and

**BE IT FURTHER RESOLVED** the Board authorizes the Business Administrator to pay the bills and claims for July 2011; and

**BE IT FURTHER RESOLVED** that all of these actions shall be presented to the Board at the next meeting for final approval.

Moved by:

Seconded by:

Ayes:

Nayes:

- 9. **RESOLVED**, that the Board of Education approves the wire transfer payment of \$236,087.50 for interest and principal due for the Essex Fells School District bonds to Cede and Company as registered owner and nominee for the Depository Trust Company. This payment shall be made July 1, 2011.

Moved by:

Seconded by:

Ayes:

Nayes:

- 10. **RESOLVED**, that the Board of Education approves the submission of a request to the Executive County Superintendent of Schools for renewal of the required waiver of toilet facilities for Early Intervention/Pre-Kindergarten and Kindergarten classrooms 205 and 208 for the 2011-12 school year.

Moved by:

Seconded by:

Ayes:

Nayes:

- 11. **RESOLVED** that the Board of Education approves the use of the Apple Computers (State Contract #621450) for purchases during the 2011-12 school year, with total purchases that may exceed the State bid threshold utilizing (18A:18A-10a).

Moved by:

Seconded by:

Ayes:

Nayes:

12. **WHEREAS**, Assembly Bill 444, signed into law on May 26, 2011, disqualifies members of boards of education or members of charter school boards of trustees from serving in office if they have been convicted of certain crimes; and

**WHEREAS**, the statute also requires members to undergo criminal history background checks and to pay the cost of such investigations; and

**WHEREAS**, Assembly Bill 444 permits local boards of education to reimburse individual members for the cost of criminal history background investigations; and

**WHEREAS**, State law (N.J.S.A. 18A:12-4) prohibits the compensation of local board of education members; and

**WHEREAS**, Members of the Essex Fells Board of Education devote significant time and substantial effort to the governance of the district’s public schools; and

**WHEREAS**, The Essex Fells Board of Education believes that individual school board members, who are uncompensated, should be reimbursed for the cost the criminal history background investigations, which are necessary to continue serving in office.

**SO THEREFORE BE IT RESOLVED**, that the Essex Fells Board of Education authorizes reimbursement of individual members for the cost of the criminal history background investigations required by Assembly Bill 444.

Moved by:

Seconded by:

Ayes:

Nays:

13. **RESOLVED** that the Board of Education acknowledge the renewal rates for 2011-2012 as listed below for insurance coverage for Property/Casualty, Workers Compensation, and School Board Legal Liability through the New Jersey School Boards Association Insurance Group (NJSBAIG) pool:

Property/Casualty Package	\$13,459.00
Workers Compensation	\$23,229.00
School Board Legal Liability	<u>\$ 3,590.00</u>
Total	\$40,278.00; and

**BE IT FURTHER RESOLVED**, that the Board of Education approve the district’s purchase of coverage of a student accident insurance policy for the 2011-12 school year offered through the insurance pool (NJSBAIG) at the annual premium amount of \$1,155.00.

Moved by:

Seconded by:

Ayes:

Nays:

**14. RESOLVED** that the Board of Education approve the continuation in the AmeriHealth/Grinspec Trust Health Insurance program, effective July 1, 2011 through June 30, 2012, at a 8.56% renewal increase in premium; and

**BE IT FURTHER RESOLVED**, that the Board approve the continuation in the Horizon/Grinspec Trust Dental Insurance program at no change in premium cost, in accordance with the two year renewal entered into as of July 1, 2010.

Moved by:

Seconded by:

Ayes:

Nays:

**15. RESOLVED** that Stephen Fogarty of Fogarty & Hara be appointed Board Attorney for the period of July 1, 2011 to June 30, 2012, at an hourly rate of \$165.

Moved by:

Seconded by:

Ayes:

Nays

**16. RESOLVED** that Stephen Fogarty of Fogarty & Hara be appointed as Special Counsel to the Essex Fells Board of Education from June 15, 2011 through June 30, 2011, at an hourly rate of \$165.

Moved by:

Seconded by:

Ayes:

Nays

**X. Old Business / Board Discussion**

- Camp Mason/Move-Up Day for 2011-2012

**XI. New Business / Board Discussion**

- Correspondence – Zoning Ordinance Application
- Possible meeting for new funding formula

**XII. Meeting Open for Public Comment**

**XIII. Adjournment**

**BE IT RESOLVED** that this public meeting of the Board of Education be adjourned. The next **Workshop meeting** of the Board of Education will be **Wednesday, August 3, 2011 at 7:30 P.M.** in the Superintendent’s Office, and the next **Regular meeting** of the Board of Education will be **Wednesday, August 17, 2011 at 7:30 P.M.** in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays:

**Student Enrollment as of 6/15/11:**

Teacher	Section	Total	M	F
Mrs. Gann/Mrs. Costello	PS	11	5	6
Mrs. Emma/Mrs. Heaney	KE/H	15	4	11
Mrs. McMahon	KM	15	4	11
Mrs. Massaro/ Ms. Almeida	1M/A	12	6	6
Ms. Mitchell	1M	13	6	7
Mrs. Barshay	2B	20	7	13
Mrs. Brutman/Mrs. Hromoko	2B/H	20	8	12
Mrs. Haberman	3H	13	7	6
Ms. Kerrigan/Ms. Ziccardi	3K/Z	13	6	7
Mrs. Hacker	4H	15	9	6
Mrs. Reynolds/Mrs. Short	4R/S	15	8	7
Mrs. Banek/Ms. McLain	5B/M	17	9	8
Ms. Craveiro	5C	17	5	12
Mr. Brohm	6B	23	10	13
Mrs. Buonomo/Mrs. Whitman	6B/W	24	12	12
<b>TOTALS</b>		<b>243</b>	<b>106</b>	<b>137</b>

**2010-2011 Fire Drills:**

Month	Fire Drill	Emergency Drill
September	9/16/10	
	9/28/10	
October	10/11/10	
	10/22/10	
November	11/12/10	Lockdown 11/17/10
December	12/13/10	Shelter in Place 12/20/10
January	1/21/11	Lockdown 1/31/11
February	2/14/11	Shelter in Place 2/18/11
March	3/11/11	Lockdown 3/31/11
April	4/26/11	Evac. To Bleachers 4/27/11
May	5/23/11	Evacuation to St. Peters 5/31/11
June		