

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a regular session on May 18, 2016, in the Media Center of the Essex Fells School. The meeting was called to order by the Board President, Mrs. Carol D'Alessandro, at 7:30 P.M. 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 May 16, 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 – 7:30 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
Dr. Michele Nitti – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; Mr. Steven J. Lella, Business Administrator/Board Secretary; 5 members of the EFS staff; and 2 members of the public.

III. Flag Salute

- The Board President led the salute to the flag.

IV. Public Comment on Agenda Items

- Mrs. DiGiovanni proposed for having a porta-potty on the EFS grounds for events that take place on weekends and after school hours. Mrs. DiGiovanni provided options for rentals and services. Mrs. D'Alessandro asked who would be responsible for funding, Mrs. DiGiovanni noted she would discuss with the PTA and recreation program.
- Mrs. Gadaleta agreed there is a need, however feels that the students when in session have access to restroom facilities, and felt this was more geared to an after school recreation program. EFS does not charge a use of facilities fee to the recreation program and feels district funds could be better utilized. Mrs. Gadaleta did propose an area where such a unit could be placed.
- The Board discussed liability, maintaining the unit and charging a use of facilities fee. The Board did not want to begin charging a fee since the district, town, and recreation program all work together. The Board felt they could ask the Borough to possibly budget for the unit in the future. Mrs. Tedesco noted that the rec committee has a fund raising foundation and the cost could be included as part of an upcoming fundraising event.
- Further review will be considered.

V. President's Report

- Mrs. D'Alessandro welcomed the two individuals interested in the upcoming BOE vacancy. Mrs. D'Alessandro explained what the Board's primary function is, which is representing the community and making policy, not the day to day operations of the district. The Board asked Mrs. Tedesco and Mrs. Saccone questions regarding their interest in the upcoming open BOE position.

VI. Superintendent's Report

- Mrs. Gadaleta noted the resolutions on the agenda for two new staff members.
- Mrs. Gadaleta reported to the Board that the PARCC testing had gone very well, as there were only two irregularity reports compared to many last year. Mrs. Gadaleta felt that the students were very well prepared and recognized the 100% participation, appreciating the community involvement as well as thanking the parents.
- Regarding the School Performance Report – High progress vs. High performance, Mrs. Gadaleta followed up with the state. The state informed Mrs. Gadaleta they would research the reasoning behind the two ratings.
- Mrs. Gadaleta informed the Board that the Business Administrator's contract for the 2016-17 School Year had been approved by the County Superintendent.
- The Board inquired as to how many students transferred out of EFS to private schools. Mrs. Gadaleta reported that currently there are only two, and both are in 6th grade.

VII. Superintendent's Resolutions

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): Karen Sarto
 Event: Payroll Professionals Meeting
 Location: Westfield, NJ BOE
 Date: 5/19/16
 Cost: \$0

Staff Member(s): Steven Lella
 Event: Annual NJASBO Conference
 Location: Borgata Hotel – Atlantic City
 Date: 6/8/16 – 6/10/16
 Cost: \$150 Fee; 68.20 mileage; hotel \$200; Tolls & Parking \$15.00 = \$433.20 total

Staff Member(s): Steven Lella
 Event: FEMA Funds Kick-off Meeting
 Location: Essex County Sheriff's Office
 Date: 5/20/16
 Cost: \$0.00

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of attained 2015-2016 Superintendent Merit Goals to the Essex County Office of Education for approval and District payment.

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Katelyn Brower, Inclusion Teacher, MA, Step 1, at a salary of \$57,899 for the 2016-2017 school year.

Moved by: Dr. LoCascio
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Jaclyn Franzi, Inclusion Teacher, BA, Step 1, at a salary of \$52,658 for the 2016-2017 school year.

Moved by: Dr. LoCascio
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

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

Policy(Bylaw) 0167	Public Participation in Board Meetings (Revised)
Policy(Bylaw) 0168	Recording Board Meetings (Revised)
Policy 2422	Health and Physical Education (Revised)
Policy 2425	Physical Education (Abolished)
Policy/Regulation 5111	Eligibility of Resident/Nonresident Students (Revised)
Policy/Regulation 5310	Health Services (Revised)
Policy/Regulation 5330.01	Administration of Medical Marijuana (New)
Policy/Regulation 8462	Reporting Potentially Missing or Abused Children (Revised)

Moved by: Dr. LoCascio
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following students from Caldwell University, Office of Field Experience/Student Teaching:

Jennifer Westervelt
Cooperating Teacher – Laura Brutman
Internship – Fall Semester (8/29/16-12/12/16) 90 hrs/semester, 6 hrs/wk
Student Teaching – Spring Semester 2017 – Full time, 5 days/wk

Gabriella Tornatore
Cooperating Teacher – Lisa Massaro
Student Teaching – Fall Semester (8/29/16-12/12/16) – Full time, 5 days/wk

Moved by: Dr. LoCascio
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

VIII. Business Administrator's Report

- Mr. Lella informed the BOE candidates of dates and procedures for the November election.

IX. Business Resolutions

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

Executive Session	2/3/16
Regular Meeting	3/16/16
Executive Session	3/16/16

Rescind 1/20/16 Executive (no meeting)

Moved by: Dr. LoCascio	Seconded by: Dr. Nitti
Ayes: 5	Nays: 0

2. **RESOLVED** that the Board of Education approves the bills and claims for May in the total amount of **\$90,958.86** as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for April as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$297,943.96 including \$277,594.30 for the gross payroll, \$4,726.26 for the Board's share of FICA/Medicare and \$15,623.40 for the State's share of FICA/Medicare.

Moved by: Dr. LoCascio	Seconded by: Dr. Nitti
Ayes: 5	Nays: 0

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

Moved by: Dr. LoCascio	Seconded by: Dr. Nitti
Ayes: 5	Nays: 0

4. **RESOLVED** that the Essex Fells Board of Education hereby approves the submission of a grant application for the Safety Grant Program through the New Jersey Schools Insurance Group's ERIC NORTH Subfund for the purposes described in the application, in the amount of \$2,500 for the period July 1, 2016 through June 30, 2017.

Moved by: Dr. LoCascio	Seconded by: Dr. Nitti
Ayes: 5	Nays: 0

5. **RESOLVED** that the Board of Education hereby approve the submission of all applicable documents to the Department of Education Facilities for the Fire Panel Replacement Project.

Moved by: Dr. LoCascio	Seconded by: Dr. Nitti
Ayes: 5	Nays: 0

6. **RESOLVED** that the Board of Education hereby accepts the funds and approves the submission of the ESEA-NCLB funds for Fiscal Year 2017.

Title I	\$17,158
Title II	<u>2,393</u>
 Total	 \$19,551

Moved by: Dr. LoCascio	Seconded by: Dr. Nitti
Ayes: 5	Nays: 0

X. **Old Business / Board Discussion**

- Mrs. Gadaleta reported that there was no new information regarding the 2015-16 calendar case.
- Mrs. Gadaleta reported the fees and student enrollments that other districts in the area currently have for before/aftercare. Tiny Treasures reported that with such a small enrollment at EFS, they make little or no profit. They would consider a donation to the district in the future if there was an increased profit. The Board understands the importance of the program and will continue to monitor EFS participation/enrollment.
- Mrs. Gadaleta reported on the suggestions received from the students regarding some issues with Rosetta Stone. The Board appreciated the children’s feedback.

XI. **New Business / Board Discussion**

- Mrs. Gadaleta informed the Board that she had interviewed for the IT Technician position and that the candidate asked about tuition reimbursement. The position is not part of the current collective bargaining agreement. The Board discussed and felt that language could be added to the IT Technician contract for tuition reimbursement after one year of service.
- Mrs. Gadaleta explained to the Board the current Out of District placement for student #260256. Mrs. Gadaleta informed the Board that the parent had requested a different summer program placement which is two to three weeks longer than the current program, and is full day vs. half day. Mrs. Gadaleta noted how the EFS team reviewed the program and agreed it would be sufficient for the child. The Board felt it was ok to review the placement further.

XII. **Meeting Open for Public Comment**

- No comment.

XIII. Resolution to Enter Executive Session

The Board resolved to enter into Executive Session at 8:41 P.M. to discuss personnel matters and Board candidates. The items discussed in Executive Session will be disclosed to the public when the need to maintain confidentiality no longer exists.

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
Ayes: 5 Nays: 0

The Board resolved to exit Executive Session at 10:41 P.M.

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
Ayes: 5 Nays: 0

The Board resolved to reenter into Executive Session at 10:45 P.M.

Moved by: Mrs. Huegel Seconded by: Mrs. Drogin
Ayes: 5 Nays: 0

The Board resolved to exit Executive Session at 11:05 P.M.

Moved by: Dr. Nitti Seconded by: Dr. LoCascio
Ayes: 5 Nays: 0

XIV. Adjournment

A motion to adjourn was made at 11:05 P.M. The next Workshop Meeting will be held on June 1, 2016 in the Superintendent's Office, and the next Regular Meeting will be held on June 15, 2016, at 7:30 P.M. in the Media Center.

Moved by: Dr. Nitti Seconded by: Dr. LoCascio
Ayes: 5 Nays: 0

Enrollment Count: 2014-2015

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	13	8	5
Mrs. Quinn/Ms. Burger	PS/PM	13	4	9
Mrs. Gann	KG	15	9	6
Ms. Mitchell/Mrs. Short	KM/S	13	6	7
Mrs. Brutman/Mrs. Hromoko	1B/H	14	9	5
Mrs. Massaro	1M	14	9	5
Ms. McMahon/Ms. Almeida	2M/A	12	5	7
Mrs. Perry	2P	9	4	5
Ms. Cervino	3C	11	6	5
Mrs. Reynolds/Ms. McLain	3R/M	10	5	5
Mrs. Barshay	4B	13	3	10
Mrs. Hacker/Mrs. Calistri	4H/C	11	3	8
Mrs. Banek/Ms. Belmont	5B/B	11	5	6
Ms. Craveiro	5C	12	7	5
Mrs. Buonomo	6B	19	8	11
Ms. Dalton/Mrs. Whitman	6D/W	20	8	12
Total		210	99	111
Out-of-District		4+		
FINAL TOTALS		214	99	111

+ Total includes 4 out-of-district students

Fire Drills: 2014-2015

Month	Fire Drill	Emergency Drill
September	9/8/14	Lockdown 9/16/14
October	10/8/14	Shelter in Place 10/2/14
November	11/12/14	Lockdown 11/19/14
December	12/15/14	Lockdown 12/9/14
January	1/29/15	Lockdown 1/20/15
February	2/25/15	Shelter in Place 2/27/15
March	3/11/15	Lockdown 3/13/15
April	4/15/15	Evacuation to Bleachers 4/22/15
May	5/4/15	Lockdown 5/22/15
June	6/15/15	Lockdown 6/9/15

HIB / V&V Report

As of Date of BOE Meeting	9/17/14	10/15/14	11/19/14	12/17/14	1/21/15	2/18/15	3/18/15	4/15/15	5/20/15	6/17/15
TOTAL # of Reported Incidents	0	0	0	1	0	0	2	0	0	0
Number of Unfounded Incidents	0	0	0	1	0	0	2	0	0	0
Number of Founded Incidents	0	0	0	0	0	0	0	0	0	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.

Respectfully submitted,

Mr. Steven J. Lella
Business Administrator/
Board Secretary