

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a regular session on March 16, 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 7:31 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 February 26, 2016. Agendas were mailed to the Clerk of the Borough of Essex Fells, the Progress, the Star Ledger, and posted on the district website."

I. Call to Order – 7:31 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; three members of the EFS staff.

III. Flag Salute

- The Board President led the salute to the flag.

IV. Public Comment on Agenda Items

- No comment.

V. President's Report

- No report.

VI. Superintendent's Report

- Mrs. Gadaleta informed the Board that the Blue Ribbon Application was almost complete for submission.
- Mrs. Gadaleta reported to the Board that the students have far exceeded the Bengal Pride Awards compared to this time last year. The goal will be increased from 200 to 300. There have only been 20 discipline reports thus far.
- Mrs. Gadaleta reported to the Board that water testing will take place next week on all the water sources on the Essex Fells Board of Education Property. A test was done about 5 years ago with clean results.
- Mrs. Gadaleta updated the Board as to the March Student Activities that had taken place. Among the activities was the TREPS Marketplace, the Wax Museum, the Frindle Project and Read Across America. Mrs. Gadaleta feels the energy and synergy in the school has been amazing.
- Mrs. Gadaleta reported that the district will begin Future Student Support Plans. These plans will focus on children with an IEP or Action Plan and allow staff to evaluate and forecast where the child will be in 1 to 2 years. This will be an effort to keep students in Essex Fells rather than potentially sending out of district. The Board discussed the idea.
- Mrs. Gadaleta voiced her thanks to the Board of Education and public for the approval of the addendum to the Superintendent contract. Mrs. D'Alessandro stated that the Board is happy and thrilled.
- Mrs. Drogin referred back to the March Student Activities and asked if the Foundation, PTA and staff are thanked. The Board agreed it's a great idea.
- Mrs. Gadaleta explained to the Board Superintendent Resolution #9 & 10 as well as the policy regarding service animals.

VII. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01 – 10.

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): Judi Reynolds
 Event: Curriculum & Instruction Roundtable Meeting
 Location: Verona, NJ
 Date: 2/26/16
 Cost: \$0

Staff Member(s): Monica Craveiro, Susan Hacker
 Event: NGSS/STEM Workshop
 Location: Mayfair Farms, West Orange, NJ
 Date: 3/17/16
 Cost: \$0

Staff Member(s): Jaclyn Franzi, Susan Hacker
 Event: Inclusion Classroom – Common Core Geometry
 Location: Conquer Mathematics, Fairfield, NJ
 Date: 5/24/16
 Cost: \$135 per person

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 second reading and adoption of the following policies:

Policy/Regulation 1240	Evaluation of Superintendent (Revised)
Policy/Regulation 3221	Evaluation of Teachers (Revised)
Policy/Regulation 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (Revised)
Policy/Regulation 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (Revised)
Policy/Regulation 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (Revised)
Policy 3431.1	Family Leave (Teaching Staff) (Revised)
Policy 4431.1	Family Leave (Support Staff) (Revised)
Policy 5337	Service Animals (New)
Policy 5516	Use of Electronic Communication and Recording Devices (ECRD) (Revised)

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 first reading 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 Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

- 4. **WHEREAS**, the Essex Fells Board of Education (hereinafter referred to as the "Board") and Michelle V. Gadaleta (hereinafter referred to as "Gadaleta") are parties to an Employment Agreement for the period beginning July 1, 2013 and ending July 1, 2018 (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: Dr. LoCascio Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

- 5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the Comprehensive Equity Plan For School Years 2016-17 through 2018-19, to the Essex County Office of Education.

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

- 6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the resignation of Laura O. Short, teacher, effective February 20, 2016.

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

- 7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, an additional one-half hour per week for Home Instruction Planning at the EFTA contracted rate of \$25/half hour for the following teachers:

Dorotea Banek
 Monica Craveiro
 Candice Fitzgerald

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

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

Essex Fells Recreation Department:

- Baseball/Softball – PreK-8
 Fields from 3/26/16 – 6/25/16
 Mondays: 3:10pm – Dusk
 Saturdays: 9:00am – 5:00pm

EFFEE Enrichment Program:

- Silly Sports with Mr. V, Grades 1-3
 Gymnasium (or outside), 3:05-4:30pm
 Tuesdays: 4/19/16, 4/26/16, 5/3/16, 5/10/16, 5/17/16, 5/24/16
- Mad Science, Grades K-3
 Science Room, 3:15-4:30pm
 Tuesdays: 4/19/16, 4/26/16, 5/3/16, 5/10/16, 5/17/16, 5/24/16
- Outdoor Crafts with Mrs. Barshay, Grades K-2
 Mrs. Barshay’s Classroom (or outside), 3:25-4:30pm
 Wednesdays: 4/20/16, 4/27/16, 5/4/16, 5/11/16, 5/18/16, 5/25/16
- Yoga with Ms. Cervino, Grades 2-4
 Gymnasium, 3:05-4:30pm
 Wednesdays: 4/20/16, 4/27/16, 5/4/16, 5/11/16, 5/18/16, 5/25/16
- Baton Twirling with Mrs. Carnahan, Grades 4-6
 Media Center, 3:15-4:30pm
 Wednesdays: 4/6/16, 4/20/16, 5/11/16, 5/18/16, 5/25/16, 6/1/16

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

- 9. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Memorandum of Understanding/Agreement between Achieve3000 and the Essex Fells School District for providing online writing assessment to the district at no charge during the 2015-16 school year and, if desired by the district, the 2016-17 school year, which will include a free license of the writing assessment plus \$5/student cash grant upon completion of the project.

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

10. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Out-of-District Program Costs at Reed Academy (Student 230166) for the 2015-2016 school year, at the following daily/yearly rates:

Estimated 60 days at \$495.00/day for:
• March 15, 2016 through June 30, 2016

ABA Services 60 days at \$127.50/day for:
• March 15, 2016 through June 30, 2016

Total school year cost not to exceed: \$37,350.00

Moved by: Dr. LoCascio Seconded by: Dr. Nitti

Ayes: 5 Nays: 0

VIII. Business Administrator’s Report

- Mr. Lella provided the Board with an update of the 2016-17 Budget.

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:

Reorganizational/Workshop Minutes	1/6/16
Executive Session Minutes	1/6/16
Regular Meeting Minutes	1/20/16
Executive Session Minutes	1/20/16
Workshop Minutes	2/3/16

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 March in the total amount of **\$144,209.89** as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for February as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$294,283.02 including \$274,143.64 for the gross payroll, \$4,439.66 for the Board’s share of FICA/Medicare and \$15,699.72 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 February 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. **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 January;

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

5. **BE IT RESOLVED** that the Essex Fells Board of Education in the County of Essex, New Jersey, approves the 2016-2017 preliminary school district budget for submission to the Executive County Superintendent as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund:	\$4,762,824.00	\$4,403,627.00
Special Revenue:	62,399.00	0.00
Debt Service:	0.00	0.00
TOTAL:	\$4,825,223.00	\$4,403,627.00

RESOLVED that the Essex Fells Board of Education approve the total travel expenditures for the District at a maximum of \$20,000.00 for the 2016-2017 school year; and

RESOLVED that the Business Administrator keep an accounting of all expenditures to ensure compliance with the approved amount; and

BE IT FURTHER RESOLVED that the Board authorizes the Superintendent and Business Administrator/Board Secretary to submit the preliminary budget to the Essex County Executive Superintendent of Schools for review and approval, to advertise the preliminary budget in the district's official newspaper, and establish a public hearing and adoption of the final budget for the 2016-2017 school year on May 4th, 2016 at 7:30 P.M. in the Media Center of the Essex Fells School.

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

X. Old Business / Board Discussion

- Mrs. Gadaleta informed the Board that the first day of the out of district placement change had gone well.
- Mrs. Gadaleta reported there was no update from PERC regarding the 2015-16 Calendar Case.
- Mrs. Gadaleta had reported to the Board that website redesign work had begun. Mrs. Drogin asked if parent feedback would be allowed for. Mrs. Gadaleta will address with Mrs. Castellano.
- Mrs. Gadaleta will discuss with the EFPD the CRG quote.
- As to address Camp Mason and the date conflict with the West Essex 6th grade visit day, Mrs. Gadaleta, with the help of Mr. Viggiano, obtained quotes from 3 other camps. The Board discussed as potential options for the future.

XI. New Business / Board Discussion

- Mrs. Gadaleta provided an update of the Dress Code rewrite provided by the Safety Team.
- Mrs. Gadaleta explained to the Board that at the suggestion of the Essex Fells Fire Department, that in the event of the fire alarm going off in one building, it should be linked go off in the other building as well. Mr. Lella will obtain information regarding this along with the fire panel upgrade.

XII. Meeting Open for Public Comment

- No public comment

XIII. Resolution to Enter Executive Session

The Board resolved to enter into Executive Session at 8:37 P.M., to discuss the Superintendent's Evaluation and the Business Administrator's Contract. 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

XIV. Adjournment

At 10:12 P.M. the Board of Education came out of Executive Session and made a motion to adjourn. The next Regular Meetings will be held on Wednesday, April 20, 2016 in the Media Center.

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

ESSEX FELLS BOARD OF EDUCATION

REGULAR MEETING MINUTES

March 16, 2016

Enrollment Count: 2015-2016

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	13	6	7
Mrs. Quinn/Ms. Burger	PS/PM	13	7	6
Mrs. Gann/Ms. Almeida	KG/A	17	9	8
Ms. Mitchell	KM	18	7	11
Mrs. Brutman	1B	16	9	7
Mrs. Massaro/Mrs. Hromoko	1M/H	16	9	7
Ms. McMahon	2M	14	9	5
Mrs. Roberts/Ms. Brower	2R/B	14	9	5
Ms. Cervino/Mrs. MacKenzie	3C/M	10	3	7
Mrs. Reynolds	3R	10	4	6
Mrs. Barshay/Ms. Franzi	4B/F	12	6	6
Mrs. Hacker	4H	12	6	6
Mrs. Banek	5B	11	3	8
Ms. Craveiro/Mrs. Fitzgerald	5C/F	12	2	10
Mrs. Buonorno/Mrs. Whitman	6B/W	11	5	6
Ms. Dallon	6D	10	5	5
Total		209	99	110
Out-of-District		4+		
FINAL TOTALS		213	99	110

+ 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	10-27-15	Lockdown 10-22-15
November	11-2-15	Lockdown 11-23-15
December	12-4-15	Lockdown 12-18-15
January	1-26-16	Shelter-in-Place 1-28-16
February		
March		
April		
May		
June		

HIB / VAV Report

As of Date of BOE Meeting	9/16/15	10/21/15	11/18/15	12-16-15	1-20-16	2-17-16			
TOTAL # of Reported Incidents	0	0	0	0	0	1			
Number of Unfounded Incidents	0	0	0	0	0	1			
Number of Founded Incidents	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