The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a regular session on April 20, 2017, in the Media Center of the Essex Fells School. The meeting was called to order by the Board President, Mrs. Carol D'Alessandro at 7:35 PM. 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 April 4, 2017. 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 - 7:35 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, arrived at 7:36 pm

Mrs. Kris Heugel – present

Dr. Steven LoCascio – present

Mrs. Debra Tedesco - present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; Mr. Steven J. Lella, Business Administrator/Board Secretary; 5 member of the public; 3 EFS staff members; 1 member of the press.

### III. Flag Salute

The Board President led the salute to the flag.

### IV. Public Comment on Agenda Items

- Mrs. DiGiovanni asked about the upcoming plans for Earth Day. Mrs. Gadaleta explained the
  plan for the day as the Glen was not available due to the tree work that was currently being done.
  Mrs. Gadaleta explained that the Earth Day events would be between the buildings. Mrs.
  Gadaleta also noted the walk thru she had with Mrs. Davis regarding possible areas for tree
  planting.
- Mrs. Davis presented to the Board the options for the tree planting areas for Earth Day, at no cost to the school.
- Mr. & Mrs. Roppatte explained to the Board how their child was chosen to participate in a special
  gymnastics program that would require the child be taken out of school early each day. The
  parents wanted to address the attendance policy in order to provide their child the opportunity to
  participate in the program, which the child is very interested in. The Board would discuss later in
  the meeting.

### V. President's Report

• On behalf of the Essex Fells Board of Education, Mrs. D'Alessandro passed condolences to the entire Pryor family for the sudden passing of Dr. Jan Huston-Pryor.

# VI. Superintendent's Report

- Mrs. Gadaleta provided the Board with results from the NJ School Performance Reports. Mrs. Gadaleta compared 2013-14, 2014-15 and 2015-16 data and noted that Essex Fells School is in the top 1% and had achieved all state goals. Mrs. Gadaleta noted that the district will be addressing the chronic absenteeism rate. Mrs. D'Alessandro asked about the absenteeism reporting criteria. Mrs. Gadaleta noted the current EFS rate of 30 days vs. the reporting standard of 18 days.
- Mrs. Gadaleta informed the Board of a donation to EFS from the First Grade Girl Scout-Daisy group for playground equipment. Mrs. Gadaleta thanked the Girl Scout-Daisy group for their donation.

- Mrs. Gadaleta wanted to bring to the Board's attention the accommodations the EFS had been
  making for parent teacher conferences. The staff had been meeting with parents up to two
  weeks before and one week after the scheduled 12:45 dismissal days designated for the
  conferences. Mrs. Gadaleta noted that the staff had been going above and beyond to
  accommodate the parents.
- Mrs. Gadaleta reported a revision to the school calendar for the 2017-18 school year. May 4<sup>th</sup> was noted as 12:45 dismissal for Teacher Appreciation week, however Teacher Appreciation week is the following week, so the 12:45 dismissal day will be changed to May 11<sup>th</sup>.
- Mrs. Gadaleta reminded the Board that next Tuesday night TREPS will be held between the buildings. Mrs. Gadaleta also noted that there was consideration to moving the annual 6<sup>th</sup> grade sleepover to EFS property.

# VII. Superintendent's Resolutions

**RESOLVED** that the Board of Education approves Superintendent Resolutions #01-11.

**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): Michelle Gadaleta

Event: Inter-rater Reliability Training & SGO Update Location: ESCNJ Conference Center, Piscataway, NJ

Date: 7/18/17

Cost: \$176.14 total (\$155.00 training fees + \$21.14 mileage)

Staff Member(s): Steve Lella Event: ERIC North Meeting

Location: Molly Pitcher Inn, Red Bank, NJ

Date: 5/5/17 Cost: \$ 0.00

Mileage/Tolls: \$32.57

Staff Member(s): Steve Lella

Event: Educational Services Commission of NJ – Green Purchasing

Location: Garden State Exhibit Center, Franklin Twp., NJ

Date: 5/12/17 Cost: \$0.00 Mileage: \$27.59

Staff Member(s): Steve Lella Event: Annual NJASBO Conference Location: Borgata Hotel, Atlantic City, NJ

Date: 6/7/17 - 6/9/17

Cost: \$275.00 registration, \$200.00 Hotel

Mileage/Tolls/Parking: \$93.12

Staff Member(s): Deana Hromoko Event: Early Childhood Conference Location: Caldwell University

Date: 6/2/17 Cost: \$40.00

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 5 Nays: 0

**2. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of 3 attained Quantitative 2016-2017 Superintendent Merit Goals to the Essex County Office of Education for approval and District payment.

**NOTE:** Merit Goals attached

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 4 Nays: 0 Abstain: 1 Mrs. Tedesco

**3. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, Essex Fells School as the location for the September 2017 Sixth Grade Team Building Sleep-over.

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 5 Nays: 0

**4. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the list of chaperones for the Sixth Grade Trout Lake trip from May 31 – June 2, at the rate of \$650 for one officer:

Officer Scott Cohen (or Officer Scott Jones)
One officer entire time; One officer for one day

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 5 Nays: 0

**5. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following stipend position for the 2016-2017 school year at the contractual rate:

Noell Gomez Lunch Duty Substitute - \$35 per session

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 5 Nays: 0

- **6. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following list of updated job descriptions:
  - Superintendent/Principal/Director of Special Programs
  - Coordinator of Special Programs/LDTC
  - Computer Technician

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 5 Nays: 0

**7. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the \$300 First Grade Girl Scout-Daisy Donation.

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 5 Nays: 0

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

P & R 2460 Special Education (Revised)

R 2460.1 Special Education – Location, Identification, and Referral (Revised)
 R 2460.8 Special Education – Free and Appropriate Public Education (Revised)
 R 2460.9 Special Education – Transition From Early Intervention Programs to

Preschool Programs (Revised)

R 2460.15 Special Education – In-Service Training Needs for Professional and

Paraprofessional Staff (New)

P 2467 Surrogate Parents and Foster Parents (Revised)

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 5 Nays: 0

**9. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the first reading of the following bylaws/policies/regulations:

B 0000.02 Introduction (M) (Revised)

 $R\ 2460.16\quad Special\ Education-Instructional\ Material\ to\ Blind\ or\ Print-Disabled$ 

Students (M) (No Revision Required/Readopt)

P 2464 Gifted and Talented Students (M) (Revised)

P 2622 Student Assessment (M) (Revised)

P & R 3160 Physical Examination (M) (Revised)

P & R 4160 Physical Examination (M) (Revised)

P & R 5116 Education of Homeless Children (Revised)

P 7446 School Security Program (New)

P 8350 Records Retention (New)

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 5 Nays: 0

**10. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following Senior Service Students to volunteer at EFS:

<u>School</u>	<u>Dates</u>	Cooperating Teacher
Oak Knoll	4/28-6/2	Mrs. Banek
MKA	5/1-5/31	Mrs. Whitman
West Essex	5/15-6/13	Mrs. Buonomo
West Essex	5/15-6/13	TBD
West Essex	5/15-6/13	Mr. Viggiano
West Essex	5/15-6/13	Mrs. Trafford, M,Th,F
		Ms. Dalton T,W
West Essex	5/15-6/13	Ms. Craveiro
West Essex	5/15-6/13	Ms. Cervino
	Oak Knoll MKA West Essex West Essex West Essex West Essex	Oak Knoll       4/28-6/2         MKA       5/1-5/31         West Essex       5/15-6/13         West Essex       5/15-6/13         West Essex       5/15-6/13         West Essex       5/15-6/13         West Essex       5/15-6/13

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 5 Nays: 0

11. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following stipend positions for the 2017-2018 school year at the contractual rate:

Judi Reynolds Lead Teacher - \$5,000

Jackie Castellano Technology Coordinator - \$5,000

Jeanine Whitman Child Study Team Coordinator - \$5,000

Deana Hromoko Student Council - \$750 \*split Laura Quinn Student Council - \$750 \*split

Dorotea Banek Camp - \$650
Nina Buonomo Camp - \$650
Sara Dalton Camp - \$650
Noell Gomez Camp - \$650
John Trogani Camp - \$650
John Viggiano Camp - \$650
EFPD Officer Camp - \$650

Nina Buonomo Sixth Grade Sleepover - \$250 Catherine Codella Sixth Grade Sleepover - \$250 Sara Dalton Sixth Grade Sleepover - \$250 Noell Gomez Sixth Grade Sleepover - \$250

Katie McNish Sixth Grade Sleepover - \$250 Alternate John Trogani Sixth Grade Sleepover - \$250 Alternate

John Viggiano Sixth Grade Sleepover - \$250

John Viggiano Lunch K-2 Supervisor - \$40 per session Nicole Cervino Lunch Duty -3-6: Th, F - \$40 per session

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 5 Nays: 0

### VIII. Business Administrator's Report

- Mr. Lella provided the Board with an update to the 2017-18 School Budget. Mr. Lella noted the Public Presentation would be on May 3<sup>rd</sup>.
- Mr. Lella presented the Board with the results from the bid for the multi-purpose room AC project as well as the resolution to award the project to Echelon Services, LLC.
- Mr. Lella informed the Board that Mrs. Sarto would be coordinating with Asbury Park ITC to have the EFS payroll process become paperless beginning in the 2017-18 school year.

### 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:

a.	Workshop Meeting Minutes	3/1/17
b.	Executive Session Minutes	3/1/17
c.	Regular Meeting Minutes	3/15/17
d.	Executive Session Minutes	3/15/17

#### ESSEX FELLS BOARD OF EDUCATION

REGULAR MEETING MINUTES April 20, 2017

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 5 Nays: 0

2. **RESOLVED** that the Board of Education approves the bills and claims for April in the total amount of \$113,913.47 as certified by the Business Administrator/ Board Secretary; and

**BE IT FURTHER RESOLVED**, that the Board of Education approves the payroll for March as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$306,420.77 including \$285,479.75 for the gross payroll, \$4,264.94 for the Board's share of FICA/Medicare and \$16,676.08 for the State's share of FICA/Medicare.

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 5 Nays: 0

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

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 5 Nays: 0

4. **WHEREAS**, the Essex Fells Board of Education (hereinafter referred to as the "Board") desires to purchase software used for the creation and modification of individualized education programs for students with special needs; and

**WHEREAS,** Frontline Technologies Group, LLC, (hereinafter referred to as "Frontline") has offered to provide software services for the Board for a total contract sum of \$6,038.30 in accordance with the terms and conditions of the proposed Agreements and Addendums which are attached hereto and made a part hereof; and

WHEREAS, N.J.S.A. 18A:18A-1 et seq. allows the Board to award the contract without public bidding; and

**WHEREAS,** based upon the reputation and specialized training and experience of Frontline and its software program, the Board has determined that the proposal submitted by Frontline is the most advantageous to the Board, price and other factors considered, and the Board desires to award a contract to Frontline for the 2017-2018 school year.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby enters into a contract for software services for the 2017-2018 school year with Frontline in the amount of \$6,038.30 in accordance with the terms of the Agreements and Addendums attached hereto.

**BE IT FURTHER RESOLVED** that the Board authorizes the Board President and the Business Administrator/Board Secretary to execute the agreements with Frontline as well as any other documents necessary to effectuate the award.

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 5 Nays: 0

5. **WHEREAS**, the Essex Fells Board of Education (hereinafter referred to as the "Board") advertised for bids regarding the Multi-Purpose Room Air Conditioning Project (hereinafter referred to as the "Project"); and

WHEREAS, on April 18, 2017, the Board received bids for the Project, as reflected on the attached bid tabulation sheet; and

**WHEREAS**, the lowest responsible bid for this Project was submitted by Echelon Services, LLC (hereinafter referred to as "Echelon Services") with a base bid in the amount of \$146,400; and

**WHEREAS**, the bid submitted by Echelon Services is responsive in all material respects and it is the Board's desire to award the contract for the Project to Echelon Services;

# NOW, THEREFORE, BE IT RESOLVED as follows:

- 1. The Board hereby awards the contract for the Project to Echelon Services in a total contract amount of \$146,400.
- 2. This award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the project specifications, together with an AA201-Project Manning Report, an executed A-101-Standard Form of Agreement Between Owner and Contractor and A-201-General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10) days of the date hereof.

**BE IT FURTHER RESOLVED** that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 5 Nays: 0

#### 6. Old Business / Board Discussion

- The Board discussed that the town will not be part of the upgrades to the baseball fields. The Borough would like to have a meeting to discuss the relationship between the two groups to make sure grounds are maintained properly. It was also confirmed that the porta-potty would not be permitted. Mrs. Tedesco noted she would be the contact to set up the meeting.
- The student insurance claims and 2015-16 calendar case update would be discussed in Executive Session.

#### 7. New Business / Board Discussion

- The Board addressed the parent request for a modified student schedule. Mrs. Gadaleta informed the Board that she has spoken with the parents as well as other district Superintendents who have children in a similar program. Mrs. Gadaleta noted that NJ law requires 4 hours of instruction in order to receive credit for a full day. In our case we are falling 1 hour short due to the timing of the lunch period. Mrs. Gadaleta, per the parents request, has asked the Board to consider what options might be available to reach the 4 hours of required instruction time. The parents had asked about a tutor for the child perhaps during the lunch period, however that would conflict with current district policy as well as an EFTA staff member having to give up a duty free lunch. The Board asked if Mrs. Gadaleta could discuss further with the district attorney if any tutoring could apply to the 4 hour of required instruction. The Board would like to attempt to accommodate the request as long as it does not negatively impact the child, the district's absenteeism rating, or is even permitted. Mrs. Gadaleta noted that once there are thirty days of absences the child's grades are reviewed to see if the absences are impacting the child's learning and if the child could possibly be held back.
- Mrs. Gadaleta discussed with the Board the possible changes of the parent teacher conference dates for the 2017-18 school year away from the break in order to better accommodate the meeting dates for the staff and to address absenteeism around the current dates.
- Mrs. Gadaleta provided the Board with correspondence regarding a parent concern regarding class trips to the zoo.
- Mrs. Davis provided the Board with the location of the Earth Day Tree Planting earlier in the meeting.

### 8. Meeting Open for Public Comment

- Mrs. Skopak noted the fundraiser date in 2017-18 at the EFS Country Club.
- Mr. & Mrs. Roppatte noted the request of a possible ½ day schedule to be incorporated in order to obtain the necessary 4 hours of instruction per day. The parents asked if it could be further researched if an outside tutor could be arranged not conflicting with the EFTA.
- Mrs. DiGiovanni asked if the 30 day / 18 day absenteeism is EFS or state guideline. Mrs.
  Gadaleta noted that the EFS policy is currently the 30 days but state guideline is 18 days. Mrs.
  Gadaleta noted the Board would review policy as maintaining the 30 day period would reflect poorly on the Board's absenteeism. The Board will continue to review aligning policy to that of the state guideline.

Dr. LoCascio left the meeting at 8:54 pm and returned at 8:56 pm.

- Mrs. DiGiovanni asked about Superintendent Resolution #11 regarding the 6<sup>th</sup> grade sleepover, noting that a nurse was not on the list. Mrs. Gadaleta stated that that could not be discussed at the current time but will be addressed.
- Mrs. DiGiovanni confirmed the porta-potty was a stern no from the town.
- Mrs. DiGiovanni wanted to note that the Essex Fells Summer Camp fee was raised from \$300 to \$400.
- A parent asked if the summer air conditioning project would affect the extended school year program. Mrs. Gadaleta stated that the media center would not be affected.
- Mrs. DiGiovanni thanked Mrs. Adair for meeting with her at a time other than the designated time for parent – teacher conferences.
- Mrs. Hacker, not speaking on behalf of the EFTA, noted that she would be interested in alternate
  dates for the conferences.

### 9. Resolution to Enter Executive Session

**BE IT RESOLVED** that the Board shall enter into executive session immediately following this meeting to discuss the Superintendent's contract and legal matters. The items discussed in executive session will be disclosed to the public when the need to maintain their confidentiality no longer exists.

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Aves: 5 Nays: 0

### 10. Adjournment

At 10:33 P.M. the Board of Education came out of Executive Session and made a motion to adjourn.

**BE IT RESOLVED** that this public meeting of the Board of Education be adjourned. The next meeting is a **Public Budget Hearing Meeting** and will be held on **May 3, 2017**, at 7:30 P.M., in the Media Center. The next two **Regular Meetings** will be held on **May 17, 2017**, and **May 31, 2017**. Each will be held at 7:30 P.M., in the Media Center of the Essex Fells School.

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin

Ayes: 4 Nays: 0

# **Enrollment Count 2016-2017**

Teacher	Section	Total	М	F
Mrs. Quinn/Ms. Burger	PS/AM	13	5	8
Mrs. Quinn/Ms. Burger	PS/PM	12	6	6
Mrs. Gann	KG	12	7	5
Ms. Livio/Ms. Almeida	KL/A	13	7	6
Mrs. Brutman/Mrs. Hromoko	1B/H	17	8	9
Ms. Mitchell	1M	18	8	10
Ms. Adair	2A	19	10	9
Mrs. Massaro/Mrs. Fitzgerald	2M/F	18	10	8
Mrs. Barshay	3B	14	9	5
Ms. Liebler/Mrs. MacKenzie	3L/M	16	10	6
Mrs. Banek	4B	10	4	6
Mrs. Hacker/Ms. Franzi	4H/F	11	3	8
Ms. Cervino/Ms. Brower	5C/B	13	6	7
Ms. Craveiro	5C	12	7	5
Mrs. Buonomo	6B	13	3	9
Ms. Dalton/Ms. Gomez	6D/G	13	4	10
TOTAL		224	107	117
Out-of-District		2*		
FINAL TOTALS		225		

<sup>\*</sup>Total includes 2 out-of-district students.

### Fire Drills: 2016-2017

Month	Fire Drill	Emergency Drill		
September	9-16-16	Lockdown 9-19-16		
October	10-17-16	Lockdown 10-27-16		
November	11-16-16	Lockdown 11-29-16		
December	12-20-16	Lockdown 12-15-16		
January	1-13-17			
February				
March				
April				
May				
June				

### HIB / V&V Report

As of Date of BOE Meeting	9-21-16	10-19-16	11-16-16	12-14-16	1-18-17			
TOTAL # of Reported Incidents	1	0	0	1	0			
Number of Unfounded Incidents	1	0	0	0	0			
Number of Founded Incidents	0	0	0	1	0			
Violence & Vandalism Incidents	0	1	0	0	0			

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. Ongoing professional development is acknowledged as the foundation for promoting outstanding pupil achievement.

Respectfully submitted,

Mr. Steven J. Lella Business Administrator/ Board Secretary