

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a Regular Meeting Session on February 22, 2019, in the Superintendent's Office at Essex Fells School. The meeting was called to order by the Board President, Mrs. Kris Huegel, at 1:33 P.M. Mrs. Huegel 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 20, 2019. 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**

- The meeting was called to order by the Board President.

**II. Roll Call**

Mrs. Kris Huegel, President-Present  
 Dr. Steven LoCascio, Vice-President-Absent  
 Mrs. Bethany Buccino-Present  
 Mrs. Shani Drogin -Present  
 Mrs. Debra Tedesco-Absent

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; and Mr. Steven J. Lella, Business Administrator/Board Secretary.

**II. Flag Salute**

- The Board President led the salute to the flag.

**IV. Public Comment on Agenda Items Only**

- None

**V. President's Report**

- None

**VI. Superintendent's Report**

- Mrs. Gadaleta informed the Board that the Pre-school is fully registered for 2019-20, with 1 child on the wait list. The Kindergarten has 23 children registered.
- Mrs. Gadaleta informed the Board that next week is Character Education Week. The Student Council will be hosting themes throughout the week. Mrs. Gadaleta explained the Table to Table Initiative and the One Book program that is being introduced to the community.
- Mrs. Gadaleta noted that Policy 5756 has been revised by the State and the BOE will review the new revision.
- Mrs. Gadaleta has noted that she has been very pleased with Occupational Therapist placement provided by Kaleidoscope. Ms. Miscia has been a nice addition and is currently meeting the children and staff.
- Mrs. Gadaleta reported that she is planning on minimal movement of staff if possible for the 2019-20 school year. Mrs. Gadaleta noted that she will continue to monitor the need for support services.
- Mrs. Gadaleta informed the Board that the new App has been active for about a month now and she has liked the way it has worked thus far. Mr. Pannullo came into the meeting at 1:49 PM and explained the App view. Mr. Pannullo left the meeting at 1:51 PM.
- Mrs. Gadaleta noted the added resolution for the Memorandum of Agreement with the EFPD. Mrs. Gadaleta noted the excellent relationship we have with the EFPD.
- Mrs. Drogin asked if Mrs. Gadaleta could explain Superintendent Resolution #5. Mrs. Gadaleta explained the need for additional time for Ms. Santin.

**VII. Superintendent's Resolutions**

**RESOLVED** that the Board of Education approves Superintendent Resolutions #01 – 12.

- 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): Jeanine Whitman  
 Event: Out-of-District Placement Research  
 Location: Scotch Plains, Mountainside  
 Date: 1/8/19, 2/5/19, 2/7/19  
 Cost: \$37.95 mileage (\$14.26 + \$8.56 + \$15.31)

Staff Member(s): Dorotea Banek, Jaclyn Franzi, Susan Hacker,  
 Lauren Geleailen, Rosalie Takkel  
 Event: ERESC Mindfulness Workshop  
 Location: PD Institute, Fairfield, NJ  
 Date: 3/1/19  
 Cost: \$45.00 per person

Staff Member(s): Debbie Emma  
 Event: Recent Advances in Understanding Word-Level Reading  
 Problems Workshop  
 Location: The Westwood, Garwood, NJ  
 Date: 3/15/19  
 Cost: \$217.40 total (\$205.00 fee + \$12.40 mileage)

Staff Member(s): Katie Vetere  
 Event: Conquer Mathematics  
 Location: Fairfield, NJ  
 Date: 3/18/19 (rescheduled – previously approved on 9/5/18)  
 Cost: \$155.00

Staff Member(s): Marisa Burger  
 Event: NJECC Spring 2019 Conference  
 Location: Ramapo College of NJ  
 Date: 3/22/19  
 Cost: \$132.56 total (\$125.00 fee + \$7.56 mileage)

Staff Member(s): Lauren Geleailen  
 Event: Develop Growth Mindset in mathematics  
 Location: New Brunswick, NJ  
 Date: 3/26/19  
 Cost: \$259.00

Moved by: Mrs. Drogin

Seconded by: Mrs. Buccino

Ayes: 3

Nays: 0

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

EFRD – Summer Camp 2019

6/27/19 – 8/2/19; Monday-Friday, 8:30am-12noon  
 Gymnasium, Fields, Classrooms – Exclusive of Summer B&G Projects in Gym and Bathrooms  
 outside Gym  
 Essex Fells Cub Scouts – Pack 321  
 Blue & Gold Ceremony – Bull Riding  
 3/22/19, 4:00-9:00pm (Event: 5:00-8:00pm)  
 Gymnasium

Moved by: Mrs. Drogin

Seconded by: Mrs. Buccino

Ayes: 3

Nays: 0

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Qualitative Merit Goal for Steven J. Lella in the 2018-2019 school year for compensation.

NOTE: Merit Goal Report – SJL

Moved by: Mrs. Drogin

Seconded by: Mrs. Buccino

Ayes: 3

Nays: 0

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, home instruction provided by Jackie Castellano for student #250450 for 10 hours weekly, at the EFTA contracted rate, from February 2, 2019 until further notice.

Moved by: Mrs. Drogin

Seconded by: Mrs. Buccino

Ayes: 3

Nays: 0

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the change in the appointment of Rebecca Santin from MA (.4) Step 1, to MA (.5) Step 1, effective February 21, 2019.

Moved by: Mrs. Drogin

Seconded by: Mrs. Buccino

Ayes: 3

Nays: 0

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following student teacher from Caldwell University:

Student Observer/Teacher Assistant: Faith Fennelly  
 Cooperating Teacher: Rosalie Takkel  
 Spring 2019 Semester, 25 hours over the semester

Student Observer: Abigail Lapone  
 Cooperating Teacher: Kristin Gann

Spring 2019 Semester, 60 hours over the semester

Moved by: Mrs. Drogin	Seconded by: Mrs. Buccino
Ayes: 3	Nays: 0

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the 2018-2019 Substitute List, pending the required criminal history & background check:

Elizabeth DeStefano	Teacher \$90/day
Leslie Dreps	Teacher \$90/day
Joan Ganton	Teacher \$90/day
Michaela Maloney	Teacher \$90/day
Moved by: Mrs. Drogin	Seconded by: Mrs. Buccino
Ayes: 3	Nays: 0

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the first reading of the following Bylaws/Policies/Regulations:

- |           |   |
|-----------|---|
| P 2422    | Health and Physical Education   |
| R 2460.8  | Special Education – Free and Appropriate Public Education   |
| P 2610    | Educational Program Evaluation  |
| P&R 5111  | Eligibility of Resident/Nonresident Students  |
| P 5330.04 | Administering an Opioid Antidote (New)  |
| R 5330.04 | Administering an Opioid Antidote (New)  |
| P 5337    | Service Animals   |
| R 5530    | Substance Abuse   |
| P&R 5600  | Student Discipline/Code of Conduct  |
| P&R 5611  | Removal of Students for Firearms Offenses   |
| P&R 5612  | Assaults on District Board of Education Members or Employees  |
| P&R 5613  | Removal of Students for Assaults with Weapons Offenses  |
|           |   |
| P 5756    | Transgender Students  |
| P&R 7440  | School District Security  |
| P&R 8461  | Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses |
| P 8860    | Memorials   |

Moved by: Mrs. Drogin	Seconded by: Mrs. Buccino
Ayes: 3	Nays: 0

9. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, Delaney Piccoli to help with sets for the school musical.

Moved by: Mrs. Drogin	Seconded by: Mrs. Buccino
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Ayes: 3

Nays: 0

10. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the following to the Essex County Office of Education for the 2018-2019 school year:

- *Memorandum of Agreement Between Education & Law Enforcement Officials - 2019 Revisions*
- *MOA Attached Document – Designated officials, law enforcement jurisdiction and agencies list*
- *Essex County Addendum of Memorandum of Agreement between Education and Law Enforcement Officials – School Critical Incident Drills*
- *Memorandum of Understanding Regarding Live Streaming – Essex County*

Moved by: Mrs. Drogin

Seconded by: Mrs. Buccino

Ayes: 3

Nays: 0

11. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the generous donation to the school by the Zinn Family of a drum kit and stand valued at approximately \$200.

Moved by: Mrs. Drogin

Seconded by: Mrs. Buccino

Ayes: 3

Nays: 0

12. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, contracting with Kaleidoscope Education Services for Occupational Therapist Services for the period covering February 1, 2019 through June 30, 2019 at a rate of up to \$85.70 per hour.

Moved by: Mrs. Drogin

Seconded by: Mrs. Buccino

Ayes: 3

Nays: 0

**VIII. Business Administrator’s Report**

- Mr. Lella informed the Board that he and Mrs. Gadaleta had the 2017-18 Audit Exit Interview yesterday. Mr. Lella will provide copies of the audit to the Board Members for review and a resolution will appear in March.
- Mr. Lella provided the Board with information regarding the 2019-20 Budget.
- Mr. Lella informed the Board that he and Mrs. Gadaleta had met with the County Superintendent on February 14<sup>th</sup> to have the 2018-19 Mid-Year Budget Efficiency Review.
- Mr. Lella noted the resolution for summer B&G projects.

**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:

Regular Meeting Minutes	1/2/19
Executive Session Minutes	1/2/19
Moved by: Mrs. Drogin	Seconded by: Mrs. Buccino
Ayes: 3	Nays: 0

2. **RESOLVED** that the Board of Education approves bills and claims for February in the total amount of **\$134,741.41** as certified by the Business Administrator/ Board Secretary; and

**BE IT FURTHER RESOLVED**, that the Board of Education approves the payroll for January as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$341,428.80 including \$318,428.80 for the gross payroll, \$4,346.68 for the Board’s share of FICA/Medicare and \$18,965.50 for the State’s share of FICA/Medicare.

Moved by: Mrs. Drogin	Seconded by: Mrs. Buccino
Ayes: 3	Nays: 0

3. **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 December;

**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: Mrs. Drogin	Seconded by: Mrs. Buccino
Ayes: 3	Nays: 0

4. **RESOLVED** that the Board of Education approves the transfer of funds for the

month of January as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by: Mrs. Drogin

Seconded by: Mrs. Buccino

Ayes: 3

Nays: 0

5. **RESOLVED** that the Essex Fells Board of Education accepts and approves, as recommended by the Superintendent, the approval to proceed with the Bathroom, Kitchenette, and Classroom Sink Upgrade (the Project):

WHEREAS, the Essex Fells Board of Education in the County of Essex, New Jersey (the "Board"), desires to proceed with school facilities projects consisting generally of: Bathroom, Kitchenette, and classroom sink upgrade.

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED that the Essex Fells Board of Education approves as follows: Section 1. This project is designated "Other Capital and Maintenance" and the Board is not seeking state funding. Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project. Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board Attorney and Architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution; including the submission of information to the New Jersey Department of Education.

Moved by: Mrs. Drogin

Seconded by: Mrs. Buccino

Ayes: 3

Nays: 0

**X. Old Business / Board Discussion**

- Mrs. Drogin recognized the 5<sup>th</sup> & 6<sup>th</sup> grade Holocaust Speaker and what a great job the teachers did preparing the children for the program noting how impressed she was with the students and the staff going above and beyond.

**XI. New Business / Board Discussion**

- Mr. Lella informed the Board that the Annual Fire Inspection had taken place in January. The district only had to replace some exit lights and clear walkway space on the stage.
- Mrs. Gadaleta informed the Board that she had done a Walk-through with the EFPD of the district buildings and grounds.
- The Essex Fells Recreation Department Use of Facilities request was noted.
- Mr. Lella reported to the Board that along with the help of Mrs. Tedesco, Ms. Lombardy was able to obtain additional quotes for the baseball front field maintenance. The cost will be split between the Borough, Recreation Department, BOE and West Essex Soccer Club and be done in late March early April.

**XII. Meeting Open for Public Comment**

- None

**XIII. Adjournment**

At 2:21 P.M. the Board of Education made a motion to adjourn. The next Workshop Meeting will be held on **Wednesday, March 6, 2019 at 7:30 P.M.** in the Superintendent's Office. The next **Regular Meeting** will be held on **Wednesday, March 20, 2019, 7:30 P.M.** in the Media Center.

Moved by: Mrs. Drogin

Seconded by: Mrs. Buccino

Ayes: 3

Nays: 0

Respectfully submitted,

Mr. Steven J. Lella  
Business Administrator/  
Board Secretary