

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 web-site."

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.

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 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>Student</u>	<u>School</u>	<u>Dates</u>	<u>Cooperating Teacher</u>
Stephanie Agresti	Oak Knoll	4/28-6/2	Mrs. Banek
Reilly Cirenza	MKA	5/1-5/31	Mrs. Whitman
Steven Connelly	West Essex	5/15-6/13	Mrs. Buonomo
Alexa DeVito	West Essex	5/15-6/13	TBD
Evan Haas	West Essex	5/15-6/13	Mr. Viggiano
Liam Marsh	West Essex	5/15-6/13	Mrs. Trafford, M,Th,F Ms. Dalton T,W
Tom Moro	West Essex	5/15-6/13	Ms. Craveiro
Tyler Yeranian	West Essex	5/15-6/13	Ms. Cervino

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 3rd.
- 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 |

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 6th 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
Ayes:	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	M	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
Mrs. Dalton/Ms. Gomez	6D/G	13	4	10
TOTAL		224	107	117
Out-of-District		2*		
FINAL TOTALS		225		

*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. On-going professional development is acknowledged as the foundation for promoting outstanding pupil achievement.

Respectfully submitted,

Mr. Steven J. Lella
Business Administrator/
Board Secretary