

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a regular session on September 16, 2015, in the Media Center of the Essex Fells School. The meeting was called to order by the Board President, Dr. Steven LoCascio, at 7:30 P.M. Dr. LoCascio 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 January 7, 2015. 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, Vice-President – present
 Mrs. Shani Drogen –present
 Mrs. Kris Heugel – absent
 Dr. Steven LoCascio, President – present
 Dr. Michele Nitti – present

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

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 reported to the Board that she had been in contact with the state regarding the NCLB Title 1 funding formula, which was based on the census poverty level from 2013. Mrs. Gadaleta discussed with the state contact scenarios for the funds, and the state contact agreed the plans for usage of the funds would not be applicable, as the funds cannot supplement the current budget. The district will continue to refuse the funds.
- Mrs. Gadaleta informed the board that the PTA was considering a gift to the school of replacing the backboards in the gymnasium. The PTA will discuss further at their upcoming meeting.
- The Safety Team had their first meeting and discussed such topics as Janet's Law and HIB.
- Mrs. Gadaleta pointed out that the teachers' professional development with the National Writing Program was very productive.
- Mrs. Gadaleta informed the Board that tomorrow the Genesis Gradebook would open and that training will be provided.
- Mrs. D'Alessandro asked Mrs. Gadaleta if any new committee's had been formed, Mrs. Gadaleta responded not at this time. Mrs. Drogen asked about the lunch duty resolution, Mrs. Gadaleta explained a change to the teacher assignments.

VII. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions # 01-13.

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: Laura Roberts

Event: Student Centered Math Classrooms Workshop
Location: Conquer Mathematics, Fairfield, NJ
Date: 9/24/15
Cost: \$135

Staff Member: Catherine Codella

Event: Young Audiences Fall Artist Showcase
Location: Borough Elementary School, Morris Plains, NJ
Date: 9/29/15
Cost: \$0

Staff Members: Catherine Codella, Catherine McNish

Event: Full STEAM Ahead 2015 Art Conference
Location: Ocean Place Resort and Spa, Long Branch, NJ
Date: 10/4-5/15
Cost: \$190 per person

Staff Member: Nicole Aramando

Event: Social Skills Intervention Strategies for Individuals with Autism
Location: Conference Center at Foundation for Edu. Admin., Monroe, NJ
Date: 10/9/15
Cost: \$140

Staff Member: John Trogani

Event: NJSMA Elementary Music Workshop
Location: Zeri's Inn, Mountain Lakes, NJ
Date: 10/12/15
Cost: \$65

Staff Member: Sara Dalton

Event: NGSS Classroom Practices & Curriculum Development, Grades 6-12
Location: MSU
Date: 10/15/15, 10/20/15
Cost: \$300 total (\$150 per session)

Staff Members: Jaelyn Franzi, Susan Hacker

Event: Operations & Algebraic Thinking in the Inclusion Classroom Workshop
Location: Conquer Mathematics, Fairfield, NJ
Date: 10/29/15
Cost: \$125 per person

Staff Members: Kristin Gann, Kelly Mitchell

Event: Counting & Cardinality Workshop
Location: Conquer Mathematics, Fairfield, NJ
Date: 11/13/15
Cost: \$125 per person

Staff Member: Catherine Codella

Event: Anxiety Disorders in Children and Adolescents Workshop
 Location: Sheraton Hotel, Edison, NJ
 Date: 11/18/15
 Cost: \$199.99

Staff Member: Laura Roberts

Event: Numbers & Operations in Base 10 Workshop
 Location: Conquer Mathematics, Fairfield, NJ
 Date: 12/10/15
 Cost: \$135

Staff Members: Marisa Burger, Kristin Gann, Kelly Mitchell, Laura Quinn

Event: Dr. Jean's Active Learning Adventure
 Location: Wilshire Grand Hotel, West Orange, NJ
 Date: 12/11/15
 Cost: \$220 per person

Staff Members: Nicole Cervino, Katie MacKenzie

Event: Special Education - Inclusion Class: Measurement 3-5 Workshop
 Location: Conquer Mathematics, Fairfield, NJ
 Date: 1/13/16
 Cost: \$135 per person

Staff Members: Kristin Gann, Kelly Mitchell

Event: Geometry, Measurement & Data Workshop
 Location: Conquer Mathematics, Fairfield, NJ
 Date: 2/5/16
 Cost: \$125 per person

Staff Member: Jackie Castellano

Event: NJECC Meetings
 Location: MSU
 Dates: 9/18/15, 10/16/15, 11/20/15, 12/18/15, 1/13-15/16, 2/26/16, 3/18/16, 5/20/16, 6/10/16
 Cost: \$0

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti

Ayes: 4 Nays: 0

2. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of *A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials* to the Essex County Office of Education for the 2015-2016 school year.

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti

Ayes: 4 Nays: 0

3. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the list of Field Trips for the 2015-2016 school year:

Liberty Science Center

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti
Ayes: 4 Nays: 0

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

Second Grade Girl Scout Troop
Media Center, 3:05-4:00pm
9/18/15, 10/16/15, 11/20/15, 12/18/15
1/22/16, 2/19/16, 3/18/16, 4/29/16, 5/20/16, 6/9/16

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti
Ayes: 4 Nays: 0

5. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the Field Placement for the following student from Montclair State University:

Stephanie Caro - School Psychology Externship
Cooperating Teacher - Nicole Aramando
Fall Semester, 2015

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti
Ayes: 4 Nays: 0

6. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the following substitutes for the 2015-2016 school year, at \$80/day, pending the usual criminal history and background check:

Richard DeVivo	Teacher
Melissa Sweeney	Teacher
Hanna Walkinshaw	Teacher

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti
Ayes: 4 Nays: 0

7. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the 2015-2016 School Safety Team members:

Michelle Gadaleta	Superintendent/Principal
Catherine Codella	Specialist
Judi Reynolds	Lead Teacher Representative
Jeanine Whitman	Lead Teacher Representative
Carolyn Goldman	PTA Representative
Maggie O'Connor	EFFEE Representative
Katie McNish	Teacher Representative
Gail Ellowitch	Nurse
John Trogani	Teacher Representative

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti

Ayes: 4 Nays: 0

8. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the 2015-2016 District Evaluation Advisory Committee:

Michelle Gadaleta	Evaluator
Shani Drogin	BOE Representative
Nicolina Lattarulo	Parent Representative
Judi Reynolds	Lead Teacher Representative
Jeanine Whitman	Lead Teacher Representative
Jackie Castellano	Teacher Representative
Candice Fitzgerald	Teacher Representative

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti

Ayes: 4 Nays: 0

9. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the 2015-2016 School Improvement Panel (SciP):

Michelle Gadaleta	Superintendent/Principal
Judi Reynolds	Lead Teacher Representative
Jeanine Whitman	Lead Teacher Representative
Marisa Burger	Teacher Representative
Debbie Emma	Teacher Representative
Lisa Massaro	Teacher Representative
Laura Quinn	Teacher Representative

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti

Ayes: 4 Nays: 0

10. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the 2015-2016 District Testing Committee:

Michelle Gadaleta	Superintendent/Principal
Judi Reynolds	Lead Teacher Representative

Jeanine Whitman Lead Teacher Representative
 Jackie Castellano Technology Coordinator
 Nicole Cervino Teacher Representative
 Brian Vega IT Technician

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti
 Ayes: 4 Nays: 0

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

- P 0134 Board Self Evaluation (Revised)
- P 0152 Board Officers (Revised)
- P 2622 Student Assessment (M) (Revised)
- P 3212 Attendance (Revised)
- P 4212 Attendance (Revised) (formerly P 4211 – Attendance)
- P & R 3218 Substance Abuse (M) (Revised)
- P & R 4218 Substance Abuse (M) (Revised)
- P & R 5200 Attendance (M) (Revised)
- P 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)
- R 8630 Emergency School Bus Procedures (M) (Revised)

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti
 Ayes: 4 Nays: 0

12. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the following revision to the Lunch Duty stipend positions for the 2015-2016 school year at the \$30 per session contractual rate:

<u>Grades K-2</u>		<u>Grades 3-6</u>	
Kimberly McMahon	Tu, W, Th	Nicole Aramando	M, Tu
Laura Roberts	M, F	Nicole Cervino	Th, F
John Viggiano	M-F	Gail Ellowitch	W
		John Trogani	M-F

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti
 Ayes: 4 Nays: 0

13. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the NCLB (No Child Left Behind) application for Fiscal Year 2016 to the County Office of Education and accepts the grant award in the amount of \$2,737.

Title I	\$17,808	refusal
Title IIA	2,737	
Title III	237	refusal
Total	\$20,782	

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti
 Ayes: 4 Nays: 0

VIII. Business Administrator's Report

- Mr. Lella informed the Board of a training he attended provided by Brown & Brown Benefit Advisors regarding the Affordable Care Act 6055 & 6056 IRS reporting which takes effect January 2016. Mr. Lella will continue to utilize Brown & Brown for assistance in the filing of the reports to the IRS.
- Mr. Lella informed the Board of notification from the Unemployment Office regarding a claim verification.
- Mr. Lella informed the Board that 2014-15 Audit would begin September 17th.

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	8/5/15
Executive Session Minutes	8/5/15
Special Meeting Minutes	8/18/15

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti

Ayes: 4 Nays: 0

2. **RESOLVED** that the Board of Education approves the bills and claims for September 2015 in the total amount of \$159,195.19 as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED that the Board of Education approves the bills and claims for August in the total amount of \$156,814.53 as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED that the Board of Education approves the bills and claims for June 30, 2015 in the total amount of \$7,011.88 as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for August as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$59,806.61 including \$55,593.78 for the gross payroll, \$2,847.17 for the Board's share of FICA/Medicare and \$1,365.66 for the State's share of FICA/Medicare.

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti

Ayes: 4 Nays: 0

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

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti

Ayes: 4 Nays: 0

4. **RESOLVED** that the Board of Education approves the M1 & Comprehensive Maintenance Plan for the period FY '15 through FY '17, and authorizes the Business Administrator/Board Secretary to submit the Plan to the Essex County Executive Superintendent of Schools.

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti

Ayes: 4 Nays: 0

5. **RESOLVED** that the Board of Education approves the amendment to the District's Long Range Facility Plan for the Nurse's Office Renovation.

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti

Ayes: 4 Nays: 0

X. **Old Business / Board Discussion**

- Mr. Lella provided the Board with an update on the 2015-16 YTD Legal Fees, which have reached the amount budgeted for the year. Mrs. Gadaleta informed the Board that Creative Speech is moving forward with a breach of contract filing. Council for the district does not feel the district was in breach of contract, as the current contract had expired.
- Mrs. Gadaleta stated that she is pleased with the Early Childhood Program Initiative.
- Mrs. Gadaleta informed the Board that the district had the first lockdown drill of the year with the updated security procedures and that these procedures had been discussed with the staff.

XI. **New Business / Board Discussion**

- Mrs. Gadaleta informed the Board that she will continue to attempt to meet with the Police Chief and Mayor to discuss the parking exit idea. Mrs. Gadaleta also stated that 2 days in a row someone had parked their car in the drop off zone and was asked to move.
- Mrs. Gadaleta reported that at the current time there are 20 families with no proof of residency and Mrs. Leggett will continue to contact the families to obtain the appropriate documentation.

XII. **Meeting Open for Public Comment**

- Miss Burger stated how she was excited for the Speech Intervention Program. Dr. LoCascio asked Mrs. Gadaleta to explain the program as a refresher to the Board.
- Dr. LoCascio thanked Mrs. Gadaleta and the teachers for a successful Back to School Night.

XIV. **Adjournment**

The public meeting of the Board of Education was adjourned at 8:10 P.M. The next **Workshop Meeting** will be held on **Wednesday, October 7, 2015** in the Superintendent's Office. The next **Regular Meeting** will be held on **Wednesday, October 21, 2015** in the Media Center.

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti

Ayes: 4 Nays: 0

ESSEX FELLS BOARD OF EDUCATION

REGULAR MEETING MINUTES

September 16, 2015

Enrollment Count: 2015-2016

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	13	6	7
Mrs. Quinn/Ms. Burger	PS/PM	12	7	5
Mrs. Gann/Ms. Almeida	KG/A	18	9	9
Ms. Mitchell	KM	17	7	10
Mrs. Brutman	1B	15	9	6
Mrs. Massaro/Mrs. Hromoko	1M/H	15	8	7
Ms. McMahon	2M	14	9	5
Mrs. Roberts/Ms. Brower	2R/B	14	9	5
Ms. Cervino/Mrs. MacKenzie	3C/M	10	4	6
Mrs. Reynolds	3R	10	3	7
Mrs. Barshay/Ms. Franzi	4B/F	11	5	6
Mrs. Hacker	4H	11	5	6
Mrs. Banek	5B	11	3	8
Ms. Craveiro/Mrs. Fitzgerald	5C/F	12	2	10
Mrs. Buonomo/Mrs. Whitman	6B/W	11	5	6
Ms. Dalton	6D	10	5	5
Total		204	96	108
Out-of-District		4+		
FINAL TOTALS		208	96	108

+ 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		
November		
December		
January		
February		
March		
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	9/16/15								
TOTAL # of Reported Incidents	0								
Number of Unfounded Incidents	0								
Number of Founded Incidents	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