

Prior to the start of the meeting, Mr. Lella swore in new Board member Mrs. Tedesco, per Mr. Fogarty.

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a regular session on July 20, 2016, in the Superintendent’s Office of the Essex Fells School. The meeting was called to order by the Board President, Mrs. Carol D’Alessandro at 11:07 A.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 July 1, 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 – 11:07 A.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 – arrived late at 11:22 AM  
 Dr. Steven LoCascio – absent  
 Mrs. Deborah Tedesco – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; Mr. Steven J. Lella, Business Administrator/Board Secretary; Mr. Fogarty, Esq., BOE Attorney; 2 members of the NJSIG.

**III. Flag Salute**

- The Board President led the salute to the flag.

**IV. Resolution to Enter Executive Session**

**BE IT RESOLVED** that the Board shall enter into Executive Session to be held at the beginning of the meeting to provide an employee with an informal appearance before the Board. The items discussed in Executive Session will be disclosed to the public when the need to maintain their confidentiality no longer exists.

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

**V. Resolution to Return to Regular Session**

**BE IT RESOLVED** that the Board shall return to Regular Session.

Moved by:	Mrs. Drogin	Seconded by:	Mrs. Huegel
Ayes:	4	Nays:	0

Upon returning to the open session of the meeting, Mr. Fogarty noted that the Executive Session had been concluded and asked the Board members for a motion to extend a contract to the employee who had requested the Donaldson Hearing. Mr. Fogarty stated that upon hearing no motion from the Board no contract would be extended to the employee for the 2016-17 school year.

At 12 P.M. Mr. Fogarty left the meeting.

**VI. Public Comment on Agenda Items**

- No comment.

**VII. President's Report**

- Mrs. D'Alessandro welcomed the two NJSBA members to the meeting, and the NJSBA members presented training to the Board.

**VIII. Superintendent's Report**

- Mrs. Gadaleta reported to the Board that due to the large 2<sup>nd</sup> grade class size she would be advertising for a paraprofessional.
- Mrs. Gadaleta reviewed the BOE goals with the Board.
- Mrs. Gadaleta explained and reviewed the District/Superintendent goals.
- Mrs. Gadaleta reviewed her Merit goals with the Board and explained to Mrs. Tedesco the purpose of such goals.
- Mrs. Gadaleta noted the NCLB/IDEA resolution on the agenda.
- Mrs. Gadaleta wanted to make the public aware of the PTA's vote to replace the district's iPads. Mrs. Gadaleta thanked the PTA. The Board agreed it would be ok to reach out to staff and offer the sale of the old iPads for \$60.
- Mrs. Gadaleta informed the Board that she had gone for Stronge Teacher Effectiveness Performance Evaluation System Re-certification Training and stated how helpful the training was. The Board discussed the evaluation procedures and reiterated the desire to have a second evaluator.

**IX. Superintendent's Resolutions**

**RESOLVED** that the Board of Education approves Superintendent Resolutions #01 – 23.

1. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the District/Superintendent Goals for the 2016-2017 school year.

NOTE: Attachment A

Moved by:	Mrs. Drogin	Seconded by:	Mrs. Huegel
Ayes:	4	Nays:	0

2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Board of Education Goals for the 2016-2017 school year.

NOTE: Attachment B

Moved by:	Mrs. Drogin	Seconded by:	Mrs. Huegel
Ayes:	4	Nays:	0

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Merit Goals for Michelle V. Gadaleta in the 2016-2017 school year.

NOTE: Attachment C

Moved by:	Mrs. Drogin	Seconded by:	Mrs. Huegel
Ayes:	4	Nays:	0

4. **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 2017 to the County Office of Education and accepts the grant award in the amount of \$2,737.

Title I	\$17,158
Title IIA	<u>2,393</u>
Total	\$19,551

Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel

Ayes: 4    Nays: 0

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the IDEA application for Fiscal Year 2017, and accepts the grant award of the funds upon subsequent approval of the FY 2017 IDEA application in the following amounts:

Basic (ages 3-21)	\$46,231
Preschool (ages 3-5)	<u>\$ 3,694</u>
Total	\$49,925

Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel

Ayes: 4    Nays: 0

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Essex Fells School District Mentoring Plan and Statement of Assurance for the 2016-2017 school year.

NOTE: Plan with Mrs. Gadaleta

Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel

Ayes: 4    Nays: 0

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the revision to the appointment of Mary Hybl, Speech Teacher, MA, Step 5, .8, at an annual prorated salary of \$48,531.20, for the 2016-2017 school year.

Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel

Ayes: 4    Nays: 0

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the non-renewal of contract letter from Pane Consulting, LLC for the 2016-2017 school year.

Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel

Ayes: 4    Nays: 0

9. **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 V. Gadaleta  
 Event: SGO Training  
 Location: West Essex BOE  
 Date: 7/6/16  
 Cost: \$0

Staff Member(s): Michelle V. Gadaleta  
 Event: InterRater Reliability Recertification Workshop  
 Location: Piscataway, NJ  
 Date: 7/14/16  
 Cost: \$149.00

Staff Member(s): Michelle V. Gadaleta  
 Event: Public Speaking – Own the Room Workshop  
 Location: Rockaway, NJ  
 Date: 8/17-18/16  
 Cost: \$0

Moved by:	Mrs. Drogin	Seconded by:	Mrs. Huegel
Ayes:	4	Nays:	0

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

Essex Fells Resident – Use of School Parking Lot  
 8/13/16 – 2:00pm - 12:00am

EFRD Soccer Program - Grades PreK-6; 9/3/16 – 11/12/16 on EFS Fields  
 Monday-Saturday: Weekdays - 3:10pm to dusk; Saturdays - 9:00am to dusk \*  
 (\* excluding 10/22/16)

PTA Fall Festival – 10/22/16 (rain date – 10/23/16) on EFS Fields  
 Set-up to take-down: 7:00am-5:00pm (Festival runs from 10:11am-2:00pm)

Moved by:	Mrs. Drogin	Seconded by:	Mrs. Huegel
Ayes:	4	Nays:	0

**11. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Field Placement for the following student from Caldwell University:

Alaina Sacci – Art Therapy Internship  
 Cooperating Teacher – Catherine Codella  
 Fall Semester – 2016, Spring Semester – 2017; 1½ days/wk

Moved by:	Mrs. Drogin	Seconded by:	Mrs. Huegel
Ayes:	4	Nays:	0

**12. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the list of possible field trips for the 2016-2017 school year.

NOTE: See Attachment D

Moved by:	Mrs. Drogin	Seconded by:	Mrs. Huegel
Ayes:	4	Nays:	0

**RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2016-2017 School Safety Team members:

Michelle Gadaleta	Superintendent/Principal
Catherine Codella	Specialist
Judi Reynolds	Lead Teacher Representative
Jeanine Whitman	Lead Teacher Representative
Christine DiGiovanni	PTA Representative
Maggie O'Connor	EFFEE Representative
Laura Brutman	Teacher Representative
Candice Fitzgerald	Teacher Representative
Katie MacKenzie	Teacher Representative
Gail Elłowitch	Nurse

Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel

Ayes: 4    Nays: 0

**13. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2016-2017 School Climate/Culture Committee:

Michelle Gadaleta	Superintendent/Principal
Judi Reynolds	Lead Teacher Representative
Jeanine Whitman	Lead Teacher Representative
Laura Adair	Teacher Representative
Catherine Codella	Teacher Representative
Kristin Gann	Teacher Representative
Katie McNish	Teacher Representative
Kelly Mitchell	Teacher Representative

Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel

Ayes: 4    Nays: 0

**14. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2016-2017 District Evaluation Advisory Committee:

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

Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel

Ayes: 4    Nays: 0

15. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2016-2017 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. Drogin                      Seconded by: Mrs. Huegel

Ayes: 4    Nays: 0

16. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2016-2017 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
Marco Pannullo	IT Technician

Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel

Ayes: 4    Nays: 0

18. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of the Following paraprofessional staff member for the 2016-2017 school year, 184 days:

Nina Sivoletta	7hr/day @ \$18/hr	\$23,184
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Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel

Ayes: 4    Nays: 0

19. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following substitutes for the 2016-2017 school year, at \$85/day, pending the usual criminal history and background check:

Joann Barker	Nurse (\$125/day)
Farah Carnahan	Teacher
Richard DeVivo	Teacher
Jocelyn Eckstein-Friedman	Teacher
Rob Giglio	Teacher
Karen Kopec	Teacher
Lori Kwiatkowski	Teacher
Lucille Lapone	Teacher
Frazer O'Neill	Teacher
Thomas Osborne	Teacher
Melissa Sweeney	Teacher
Jacquelyn Sweigart	Teacher

Patricia Wahl  
Mariam Whelan

Teacher  
Teacher

Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel  
Ayes: 4    Nays: 0

**20. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the contract with Liberty Healthcare Services, Inc., for Nursing Services for the 2016-2017 school year.

Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel  
Ayes: 4    Nays: 0

**21. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Curriculum List and Revision Dates for the 2016-2017 school year.

NOTE: Attachment E

Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel  
Ayes: 4    Nays: 0

**22. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Textbook List for the 2016-2017 school year.

NOTE: Attachment F

Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel  
Ayes: 4    Nays: 0

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

Recodification to Policy and Regulation Guide Updates

P 1220                      Employment of Chief School Administrator (M) (Revised)  
P 1310                      Employment of School Business Administrator/Board Secretary (Revised)  
R 2414                      Programs and Services for Students in High Poverty and in High Need School Districts (M) (Revised)  
P 3111                      Creating Positions (Revised)  
P 3124                      Employment Contract (Revised)  
P 3125                      Employment of Teaching Staff Members (M) (Revised)  
P 3125.2                      Employment of Substitute Teachers (Revised)  
P&R 3126                      District Mentoring Program (Revised)  
P 3141                      Resignation (Revised)  
P&R 3144                      Certification of Tenure Charges (Revised)  
P 3159                      Teaching Staff Member/School District Reporting Responsibilities (Revised)  
P 3231                      Outside Employment as Athletic Coach (Revised)  
P 3240                      Professional Development for Teacher and School Leaders (M) (Revised)  
R 3240                      Professional Development for Teacher and School Leaders (Revised)  
P&R 3244                      In-Service Training (M) (Abolished)  
P 4159                      Support Staff Member/School District Reporting Responsibilities (Revised)  
P 5305                      Health Services Personnel (Revised)  
R 5330                      Administration of Medication (M) (Revised)  
P 5350                      Student Suicide Prevention (Revised)

R 5350 Student Suicide (Revised)  
P 9541 Student Teachers/Interns (Revised)

Multi-Year Equity Plan Policy and Regulation Guide Updates

P 1140 Affirmative Action Program (M) (Revised)  
P 1523 Comprehensive Equity Plan (M) (Revised)  
P 1530 Equal Employment Opportunities (M) (Revised)  
R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)  
P 1550 Affirmative Action Program for Employment and Contract Practices (M) (Revised)  
P&R 2200 Curriculum Content (M) (Revised)  
P 2260 Affirmative Action Program for School and Classroom Practices (M) (Revised)  
P&R 2411 Guidance Counseling (M) (Revised)  
P&R 2423 Bilingual and ESL Education (M) (Revised)  
P 2610 Educational Program Evaluation (M) (Revised)  
P 2622 Student Assessment (M) (Revised)  
P 5750 Equal Educational Opportunity (M) (Revised)  
P 5755 Equity in Educational Programs and Services (M) (Revised)

Additional Policy and Regulation Guide Updates

P 5339 Screening for Dyslexia (M) (Revised)  
P 5460 High School Graduation (M) (Revised)  
P 5514 Student Use of Vehicles on School Grounds (Revised)  
R 5514 Student Use of Vehicles (Abolished)  
P 7481 Unmanned Aircraft Systems (UAS also known as Drones) (New)  
P&R 8441 Care of Injured and Ill Persons (M) (Revised)  
P 8454 Management of Pediculosis (New)  
P 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)  
R8630 Emergency School Bus Procedures (M) (Revised)

Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel

Ayes: 4    Nays: 0

**X. Business Administrator's Report**

- Mr. Lella updated the Board as to the paving and stucco projects.

**XI. Business Resolutions**

**RESOLVED** that the Board of Education approves Business Resolutions #01 – 04.

1. **RESOLVED** that the Board of Education accepts the minutes of the following meetings:

Executive Session Minutes    4/6/16  
Executive Session Minutes    5/4/16

Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel

Ayes: 4    Nays: 0

2. **RESOLVED** that the Board of Education approves the bills and claims for June in the total amount of \$59,117.56, \$26,948.31, and **\$9,589.46**; and July **\$68,931.00** as certified by the Business Administrator/ Board Secretary; and

**BE IT FURTHER RESOLVED**, that the Board of Education approves the payroll for June as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$352,395.91 including \$328,101.87 for the gross payroll, \$9,018.49 for the Board's share of FICA/Medicare and \$15,275.55 for the State's share of FICA/Medicare.



Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel  
 Ayes: 4    Nays: 0

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

Moved by: Mrs. Drogin                      Seconded by: Mrs. Huegel  
 Ayes: 4    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 May;

**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. Huegel  
 Ayes: 4    Nays: 0

**XII. Old Business / Board Discussion**

- The Board discussed that a policy will need to be created for pre-school registration procedures and that the policy will be reviewed on a year to year basis and updated as needed.
- Mrs. Gadaleta informed the Board that there was no update on the 2015-16 school calendar case. Mrs. Gadaleta explained the case to Mrs. Tedesco.
- Mrs. Gadaleta informed the Board that she was waiting for approval of the National Blue Ribbon Award. Mrs. Gadaleta noted that she has received the final PARCC scores and will present at a future meeting. Mrs. Gadaleta noted that the results were very, very good.
- Mrs. D'Alessandro asked Mrs. Tedesco about the porta-potty. Mrs. Tedesco stated that she had asked the Recreation Foundation and noted that the town will not be paying for the unit.

**XIII. New Business / Board Discussion**

- The Board discussed potential Special Meeting dates for new hires over the summer.

**XII. Meeting Open for Public Comment**

- None

**XIV. Adjournment**

At 2:35 P.M. the Board of Education and made a motion to adjourn. The next **Workshop Meeting** will be held on **Wednesday, September 7, 2016** at 7:30 P.M. in the Superintendent's Office, and the next **Regular Meeting** will be held on **Wednesday September 21, 2016** at 7:30 P.M., in the Media Center.

Moved by:	Mrs. Drogin	Seconded by:	Mrs. Hucgel
Ayes:	4	Nays:	0

**Enrollment Count: 2016-17**

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	13	5	8
Mrs. Quinn/Ms. Burger	PS/PM	11	5	6
Mrs. Gann	KG	11	6	5
Ms. Livio/Ms. Almeida	KL/A	12	7	5
Mrs. Brutman/Mrs. Hromoko	1B/H	17	8	9
Ms. Mitchell	1M	18	8	10
Ms. Adair	2A	18	9	9
Mrs. Massaro/Mrs. Fitzgerald	2M/F	17	9	8
Mrs. Barshay	3B	15	9	6
Ms. Liebler/Mrs. MacKenzie	3L/M	15	10	5
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	12	4	8
Ms. Dalton/Mrs. Whitman	6D/W	12	2	10
<b>TOTAL</b>		<b>217</b>	<b>102</b>	<b>115</b>
Out-of-District		2*		
<b>FINAL TOTALS</b>		<b>219</b>		

\*Total includes 2 out-of-district students.

**Fire Drills: 2016-2017**

Month	Fire Drill	Emergency Drill
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

**HIB / V&V Report**

As of Date of BOE Meeting														
TOTAL # of Reported Incidents														
Number of Unfounded Incidents														
Number of Founded Incidents														

**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