

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a public session September 29, 2010 in the Media Center of the Essex Fells School. The meeting was called to order by, Board President Michele Nitti at 7:30 p.m. Mr. Davison 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 June 1, 2010. Agendas were mailed to the Clerk of the Borough of Essex Fells, the Progress and the Star Ledger, and posted on the district web-site."

I. Call to Order

II. Roll Call

Mrs. Alison Cirenza - present
Mrs. Birgit Criqui - present
Mr. Peter Hutchinson - present
Mr. Steven LoCascio, Vice- President - present
Dr. Michele Nitti, President – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal, Mr. Michael Davison, Business Administrator/Board Secretary, and members of the public.

III. Flag Salute

The President led the salute to the flag.

IV. President's Report

The Board President reported that the Superintendent's salary increase was not approved at the county level. The Board members commented on their support for Mrs. Gadaleta and indicated that they would continue to discuss what action they may choose to take.

The Board President reviewed last year's Board goals and addressed which goals had been completed and which goals the Board will continue to work towards. The Board discussed setting new District and Board goals. The Board will present the formalized goals at the next regularly schedule Board meeting.

V. Public Comment on Agenda Items

A member of the public inquired as to the status of 6th grade monies held within the Student Activities Account. The Business Administrator reported the approximate balances for the Class of 2004, Class of 2006, Class of 2007, and Class of 2009, totaling approximately \$9600 in unspent monies. A member of the public expressed that the parties who raised the monies would like for the funds to be spent and then inquired as to how the District intended to spend the monies. The Superintendent expressed an interest in using the monies to purchase "Smart Boards" for the rooms that did not contain a "Smart Board" brand board. The Superintendent will discuss this interest with the parties who raised the money and a decision on how the funds will be spent shall be forthcoming.

VI. Superintendent's Report

The Superintendent thanked everyone who attended Back to School Night. The new format provided parents with children in both the lower and upper grades an opportunity to attend both presentations. Positive feedback was received regarding this modification to the schedule.

The Superintendent reported that the staff has been participating in professional development activities to support our Wilson Reading/Language program. This professional development will be ongoing for the next 18 months. All grade levels will be addressed through these opportunities. The Child Study Team and Special Education teachers were recently trained on the Tracker, a web-based IEP system. As students are evaluated, the new system will be utilized to create their IEP's. Special Education Progress Reports may begin to appear different as the new program is phased into our system. The Superintendent attended a Positive School Climate/Bullying presentation. Useful law updates were given in addition to a presentation about the difference between regular conflict and bullying. This distinction will be shared with the student

body at the October Student Body Meeting. Additionally, the teachers have begun utilizing the On-Course Lesson Planning/Website system and will receive additional support with the program as needed.

Both the NCLB and IDEA grants have been submitted. They are currently under review at the county level. Numerous other reports including Safe and Drug Free Schools, NJDOE Report Card, District Teacher/Principal Evaluation System, Fall Data Collection, Violence and Vandalism, Annual School Aide, and Certificated Staff Collections will be submitted throughout October.

The October Student Body meeting will be held on Friday. They will discuss conflict vs. bullying and review expectations. Students who participated in the summer program at the Caldwell Public Library will be recognized in addition to the students who achieved the Presidential Physical Fitness Award in the spring. The 6th graders will be paired with the Kindergarten and 1st grade students for this meeting to begin infusing a team/mentoring approach to these meetings.

Interdistrict Public School Choice is a program that was piloted since 2000 but now will be offered as a permanent program. School districts have the option to participate in this initiative, which allows students from another school district to attend a participating school. State funding will follow the students along with guidelines for acceptance and percentages of students accepted. District information and applications are available on the NJDOE.

The initial draft of the Strauss Esmay policy manual was received on 9/24/10. Administrative review is underway and will be completed within the 60-day timeline given by Strauss Esmay.

NJASK student reports were mailed home this week. The Superintendent will be available on Wednesday, October 6, 2010 at 10am in her office for any parents who wish for assistance interpreting the data contained on the individual reports.

VII. Superintendent's Resolutions

- RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following field trip requests:

Grades K-3 & 6 - Pumpkin Hunt	October 27, 2010 (rain date: 10/28)
Grade 4 – Environmental Center	June 21, 2011

Moved by: Mrs. Criqui
Ayes: 5 in favor

Seconded by: Mr. LoCascio
Nays: none

- 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 9250 for Professional Development:

Staff Member: Michael Davison
Event: NJSBA – NJASBO – NJASA 2010 Exhibition
Location: Palace, Somerset Park, NJ
Date: 10/19
Cost: \$100 registration fee

Moved by: Mrs. Criqui
Ayes: 5 in favor

Seconded by: Mr. LoCascio
Nays: none

3. **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 9250 for Professional Development:

Staff Members: Jeanine Whitman and Judi Reynolds
 Event: Anxiety Disorders in Children & Adolescents
 Location: Parsippany, NJ
 Date: 10/22/10
 Cost: \$179 per workshop per person

Moved by: Mrs. Criqui
 Ayes: 5 in favor

Seconded by: Mr. LoCascio
 Nays: none

4. **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 9250 for Professional Development:

Staff Member: Katie McLain
 Event: Middle School Low Vision/Large Print 5-8
 Location: The Conference Center, West Windsor, NJ
 Dates: October 15, 2010
 Cost: \$0 per workshop plus \$38.00 mileage per OMB rate

Moved by: Mrs. Criqui
 Ayes: 5 in favor

Seconded by: Mr. LoCascio
 Nays: none

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following teacher to move on the guide as of September 1, 2010:

Jackie Castellano MA+15 to MA+30 Step 17

Moved by: Mrs. Criqui
 Ayes: 5 in favor

Seconded by: Mr. LoCascio
 Nays: none

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following stipends for the 2010-2011 school year:

Deana Hromoko Student Council (\$640 - to be split)
 Judi Reynolds

Dorotea Banek Camp Mason (\$550 each)
 Jason Brohm
 Nina Buonomo
 Gail Ellowitch
 John Trogani
 John Viggiano
 Emily Ziccardi

Monica Craveiro Fifth Grade Trip (\$125 each)
 Gail Ellowitch
 Katie McLain

John Trogani

Jackie Castellano Technology Coordinator (\$1,755)

Moved by: Mrs. Criqui
Ayes: 5 in favor

Seconded by: Mr. LoCascio
Nays: none

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the revised Employment Policy for Secretarial Staff.

Moved by: Mrs. Criqui
Ayes: 5 in favor

Seconded by: Mr. LoCascio
Nays: none

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the hiring of Rachel Armenti as Paraprofessional for the 2010-2011 school year at an hourly rate of \$17.00/hr annualized as \$18,564.00, pro-rated to be effective 9/14/10, pending an archived criminal history/background check.

Moved by: Mrs. Criqui
Ayes: 5 in favor

Seconded by: Mr. LoCascio
Nays: none

9. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following student teacher/field observation for the 2010-2011:

<u>Student Teacher</u>	<u>Cooperating Teachers</u>	<u>School</u>
Victoria DiGirolomo	Lisa Massaro/Rosalie Almeida	Caldwell College

Moved by: Mrs. Criqui
Ayes: 5 in favor

Seconded by: Mr. LoCascio
Nays: none

10. **RESOLVED** that the Board of Education accepts an amendment to Superintendent Resolution # 13 approved on August 25, 2010, as recommended by the Superintendent, the substitute salary of \$100/day for Maria Rosamilia as Maternity Leave Replacement for the 2010-2011 school year.

Moved by: Mrs. Criqui
Ayes: 5 in favor

Seconded by: Mr. LoCascio
Nays: none

VIII. Business Administrator's Report

On September 20, 2010 the New Jersey Department of Education released to districts the figures showing the allocation of the Federal Education Jobs Act. Essex Fells was allocated \$5,183. The U.S. Department of Education requires the Education Jobs funds be spent by September 2012. When more direction on how the funds can be spent become available, the Business Administrator will report back to the Board.

On October 5th, 2010 the Essex County Business Administrator will be in district in order to complete the facility checklist in preparation for the QSAC evaluation. This is a preliminary walk through prior to the QSAC evaluation.

The Capital Project Bank account will be closed and the funds transferred to the General Fund. The district's auditors have been consulted and agree that there is no reason to keep a separate account as the funds are currently accounted for on the district book balances.

The Business Administrator recommended that the Board approve the opening of a 6th grade student activities bank account where the carryover 6th grade monies can be transferred and held in trust until a decision is made on how to expend those funds.

The district received its Safety Grant Award Notice. New Jersey School Boards Association Insurance Group sent a memo to award recipients. It stated that grant checks will be issued on December 10, 2010. We will be prepared to order the walkie talkies, implement caller ID, and move forward with addressing district lighting when those funds are received.

IX. Business Resolutions

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

August 25, 2010 Regular Meeting, Executive Session

Moved by: Mr. LoCascio
Ayes: 5

Seconded by: Mrs. Cirenza
Nays: 0

2. **RESOLVED**, that the Board of Education approve the release of Executive Session minutes no longer required to be kept private, up through the period of April 1, 2010.

Moved by: Mr. LoCascio
Ayes: 5

Seconded by: Mrs. Cirenza
Nays: 0

3. **RESOLVED** that the Board of Education approves an additional list of bills and claims dated August 31, 2010, authorized at the August 25, 2010 meeting for release by the Business Administrator, in the total amount of \$51,292.95 as certified by the Business Administrator/Board Secretary; and

BE IT FURTHER RESOLVED that the Board of Education approves the bills and claims for September 29, 2010 in the total amount of \$134,238.05 as certified by the Business Administrator/Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for August 2010 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$43,719.68 including \$40,610.79 for the gross payroll, \$2,267.39 for the Board's share of FICA/Medicare and \$841.50 for the State's share of FICA/Medicare.

Moved by: Mr. LoCascio
Ayes: 5

Seconded by: Mrs. Cirenza
Nays: 0

4. **WHEREAS**, the Essex Fells Board of Education has maintained a separate bank check checking account entitled "Capital Project Fund" (account # 3451155397) for a number of years; and

WHEREAS, separate project exists and the Business Administrator/Board Secretary and the district's auditor concur that there is no need to maintain this as a separate bank account; and

WHEREAS, the funds in the separate account have been and continue to be accounted for in the district's financial reports as a part of the general fund ;

NOW, THEREFORE, BE IT RESOLVED, that the Essex Fells Board of Education authorizes the closing of the separate "Capital Project Fund" at TD Bank, account # 3451155397, and transfer of the remaining cash into the district's general fund account.

Moved by: Mr. LoCascio
Ayes: 5

Seconded by: Mrs. Cirenza
Nays: 0

5. **RESOLVED**, that the Board of Education approve the establishment of a separate trust account for funds raised by the parents of previous sixth grade classes, currently held in the student activities fund, at TD Bank, with the signatories on said account the Superintendent and the Business Administrator/Board Secretary. These funds shall continue to be audited annually by the district's auditor.

Moved by: Mr. LoCascio
Ayes: 5

Seconded by: Mrs. Cirenza
Nays: 0

6. **RESOLVED**, that the Board of Education approve a retroactive payment for school year 2009-2010 in the amount of \$281 to Gail Ellowitch for longevity for her 20th year of employment.

Moved by: Mr. LoCascio
Ayes: 5

Seconded by: Mrs. Cirenza
Nays: 0

7. **RESOLVED**, that the Board of Education approve the use of District Facilities to the following organizations, provided all required documents are submitted.

Group: Girls Scouts Troop 1185
Location: Kindergarten Classroom
Date: Last Wednesday of every month for the 2010 – 2011 school year.
Time: 3:15PM through 5:00PM

Group: Tiny Treasures Extended School Day
Location: Preschool, Gymnasium, and Fields/Grounds
Date: Monday through Friday of the 2010 – 2011 school year.
Time: 3:00PM through 6:00PM

Group: Essex Fells Recreation Department (Basketball)
Location: Gymnasium
Date: Monday through Saturday from 11/15/10 – 03/12/11
Time: Weekdays 4:30PM through 8:30PM
Saturdays 8:30AM through 4:30PM

Group: Essex Fells Recreation Department (Soccer and Softball)
Location: School Athletic Fields
Date: Sunday through Saturday from 8/23/10 through 11/14/10.

Time: Weekdays 4:00PM – sundown.
Weekends 9:00AM – sundown.

Moved by: Mr. LoCascio
Ayes: 5

Seconded by: Mrs. Cirenza
Nays: 0

8. **RESOLVED**, that the Board of Education approve an amendment to the resolution approved at its meeting on April 28, 2010 appointing the district's authorized purchasing agent, and establish the bid threshold as \$26,000.00 in accordance with N.J.S.A.:18A:18A-3a, and amend the quotation threshold in accordance with N.J.S.A.:18A:18A-3c, effective September 1, 2010.

Moved by: Mr. LoCascio
Ayes: 5

Seconded by: Mrs. Cirenza
Nays: 0

9. **RESOLVED**, that the Board of Education approve an amendment to the annual request to the Borough of Essex Fells, approved at the April 28, 2010 meeting, for the payment of taxes to the district to reflect the following schedule that was in place in prior years for the payment of debt service:

July 10, 2010	\$ 64,405.00
November 10, 2010	\$ 64,405.00
February 10, 2010	\$ 64,405.00
May 15, 2010	<u>\$ 64,405.00</u>
TOTAL	\$257,620.00

Moved by: Mr. LoCascio
Ayes: 5

Seconded by: Mrs. Cirenza
Nays: 0

- X. **Board / Committee Reports**
No report.

- XI. **Meeting Open to Public**
No comments.

- XII. **Adjournment**

BE IT RESOLVED that this public meeting of the Board of Education be adjourned at 8:42 p.m. The next **Workshop meeting** of the Board of Education will be **Wednesday, October 13, 2010 at 7:00 p.m.** in the Superintendent's Office, and the next **Regular meeting** of the Board of Education will be **Wednesday, October 27, 2010 at 7:30 p.m.** in the Media Center.

Moved by: Mrs. Criqui
Ayes: 5 in favor

Seconded by: Mr. Hutchinson
Nays: none

Student Enrollment as of 9/29/10:

Teacher	Section	Total	M	F
Mrs. Gann/Mrs. Costello	PS	10	4	6
Mrs. Emma/Mrs. Heaney	KE/H	15	4	11
Mrs. McMahon	KM	14	4	10
Mrs. Massaro/ Ms. Almeida	1M/A	12	4	8
Ms. Mitchell	1M	13	6	7
Mrs. Brutman/Mrs. Hromoko	2B/H	20	8	12
Mrs. Barshay	2B	20	7	13
Ms. Kerrigan/Ms. Ziccardi	3K/Z	13	6	7
Mrs. Haberman	3H	13	7	6
Mrs. Reynolds/Mrs. Short	4R/S	15	8	7
Mrs. Hacker	4H	14	8	6
Mrs. Banek/Ms. McLain	5B/M	16	8	8
Ms. Craveiro	5C	17	5	12
Mrs. Buonomo/Mrs. Whitman	6B/W	24	12	12
Mr. Brohm	6B	23	10	13
TOTALS		239	101	138

2010-2011 Fire Drills:

Month	Fire Drill	Emergency Drill
September	9/16	
	9/28*	

*The originally scheduled date was changed due to inclement weather.

Addendum to Business Resolution #7

RESOLVED, that the Board of Education approve the use of District Facilities to the following organization, provided all required documents are submitted.

Group: Essex County Health Office – Flu Clinic
 Location: Gym
 Date: Saturday, October 16, 2010
 Time: 9AM to 1PM.
 Cost: Requesting organization to pay overtime for maintenance/custodial coverage. 4 hours at time and half for the Maintenance Supervisor's hourly rate.

Moved by: Mr. LoCascio
 Ayes: 5 in favor

Seconded by: Mr. Hutchinson
 Nays: none

Respectfully submitted,

Michael Davison
 Business Administrator/Board Secretary