

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a public session on January 22, 2014, in the Media Center of the Essex Fells School. The meeting was called to order by 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 8, 2014. 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.**

**II. Roll Call**

Mrs. Carol D' Alessandro, Vice-President – present  
Mrs. Shani Drogin – present  
Mrs. Kris Heugel – present  
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; and 1 staff member.

**III. Flag Salute**

The President led the salute to the flag.

**IV. Public Comment**

No comment.

**V. President's Report**

- Dr. LoCascio informed the Board of a letter he received from the Foundation regarding their upcoming event.

**VI. Superintendent's Report**

- Mrs. Gadaleta informed the Board that we will be budgeting for 2 classes at each grade level for the 2014-15 School Year.
- Mrs. Gadaleta informed the Board that she is aware of a new 1<sup>st</sup> grader arriving in February as well as a new family to the district in September 2014.
- Mrs. Gadaleta updated the Board as to the status of the Staff Observations. The first round is almost complete and has gone well. Mrs. Gadaleta also stated that she will be requesting a waiver that permits smaller school districts to allow for only 1 observer in instances where a smaller district does not have the ability for a 2<sup>nd</sup> observer.
- Mrs. Gadaleta reported to the Board that she will coordinate with a neighboring district to be part of their reviews as a method to compare and review how other districts are observing their staff.

**VII. Superintendent's Resolutions**

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 Members: Sara Dalton, Jeanine Whitman  
Event: Geometry CCSS Workshop  
Location: Conquer Math, Fairfield NJ  
Date: 2/4/14  
Cost: \$125 per person

Staff Member: Laura Brutman  
 Event: Using Guided Math Workshop  
 Location: 707 Route 46 East, Parsippany, NJ  
 Date: 2/5/14  
 Cost: \$225

Staff Member: Emily Calistri, Susan Hacker  
 Event: Geometry Workshop  
 Location: Conquer Math, Fairfield NJ  
 Date: 3/10/14  
 Cost: \$125

Staff Member: Marisa Burger  
 Event: NJCEC Spring Conference – Connecting Students to Success  
 Location: Ramapo College  
 Date: 3/17/14  
 Cost: \$85

Moved by: Mrs. D'Alessandro  
 Ayes: 5

Seconded by: Dr. Nitti  
 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:

EFS Sixth Grade Moms Meeting – 2/12/14  
 Media Center, 2:00-3:00pm

Moved by: Mrs. D'Alessandro  
 Ayes: 5

Seconded by: Dr. Nitti  
 Nays: 0

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of Waiver Application N.J.A.C. 6A-5 for a Sole Evaluator in relation to the Teacher Evaluation Regulations.

**NOTE:** Waiver Application attached

Moved by: Mrs. D'Alessandro  
 Ayes: 5

Seconded by: Dr. Nitti  
 Nays: 0

#### VIII. **Business Administrator's Report**

- Mr. Lella provided the Board with a Preliminary Budget Review.
- Mr. Lella also informed the Board of the Governor's approval of Bill A4300, which extends the timeline for performing certain budget-related tasks in school districts that have moved the annual school election to November. This bill moves the Public hearing from the March meeting to the April meeting.
- Mr. Lella notified the Board that the Architect had reviewed the chimney inspection and that the existing flue can be used for the next boiler project. Mr. Lella will now begin the Front End/Bid process. Mr. Lella explained the bidding process for the new Board members.

**IX. Business Resolutions**

1. **RESOLVED** that the Board of Education approves the bills and claims for January 2014 in the total amount of \$140,379.36, as certified by the Business Administrator/ Board Secretary; and

**BE IT FURTHER RESOLVED**, that the Board of Education approves the payroll for December 2013 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$312,989.61 including \$292,123.62 for the gross payroll, \$5747.19 for the Board's share of FICA/Medicare and \$15,118.80 for the State's share of FICA/Medicare.

Moved by: Mrs. D'Alessandro  
Ayes: 5

Seconded by: Dr. Nitti  
Nays: 0

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

Moved by: Mrs. D'Alessandro  
Ayes: 5

Seconded by: Dr. Nitti  
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 month of November; and

**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. D'Alessandro  
Ayes: 5

Seconded by: Dr. Nitti  
Nays: 0

4. **THEREFORE BE IT RESOLVED** that this Board in accordance with N.J.S.A.18A:18A-9 authorize the School Business Administrator/Board Secretary to advertise and receive competitive bids for the following purchase of goods and/or services:

- 1.) Essex Fells School – Boiler Repairs/Replacement

Moved by: Mrs. D'Alessandro  
Ayes: 5

Seconded by: Dr. Nitti  
Nays: 0

**X. Old Business / Board Discussion**

- Mrs. Gadaleta explained to the Board concerns and issues that have arrived with the afterschool pick up procedure. She will address with the help of the EF Police Department for a possible revised pick up procedure if necessary. The Board discussed the current parking procedure.
- Mrs. Gadaleta discussed her ideas of a possible extension to the current school parking lot. The Board discussed.

**XI. New Business / Board Discussion**

- Mr. Lella discussed the accidental fire that had recently taken place in the art room on Monday, January 13<sup>th</sup> 2014. He informed the Board that the school insurance company and County BA had been notified of the incident. There was no fire or water damage and he contacted 4 restoration companies and was advised clean up could begin immediately. An outside vendor clean up took place on Monday, January 20<sup>th</sup> 2014, and the art room was permitted to be used beginning the following Thursday. The district will submit their claim to insurance for cost of the clean up as well as for any material/supplies that are deemed destroyed. The district has a \$1,000 deductible.

**XII. Meeting Open for Public Comment**

- Mrs. Gadaleta expressed her concern over the prior day's snow storm and her intentions for the district as far as a delayed or closing, as well as the perception of other districts in the state closing the night before a storm while Essex Fells follows a more cautious approach. The Board discussed and agreed a cautious approach was appropriate.

**XIII. Adjournment**

The public meeting of the Board of Education was adjourned at 8:40 P.M. The next Workshop Meeting will be held on Wednesday, February 5, 2014 at 7:30 P.M. in the Superintendent's Office, and the next Regular Meeting of the Board of Education will be held on Wednesday, February 19, 2014 at 7:30 P.M. in the Media Center.

Moved by: Mrs. D'Alessandro  
Ayes: 5

Seconded by: Dr. Nitti  
Nays: 0

**Enrollment Count: 2013-2014**

Teacher	Section	Total	M	F
Ms. Mitchell/Ms. Almeida(Ms. Burger)-AM	PS	13	7	6
Ms. Mitchell/Ms. Almeida(Ms. Burger)-PM	PS	13(14**)	6(7**)	7
Mrs. Emma	KE	14	10	4
Mrs. Gann/Mrs. Short	KG/S	12(13*)	7(8*)	5
Mrs. Massaro/Ms. Cervino	1M/C	19	7	12
Mrs. Brutman/Mrs. Hromoko	2B/H	11	5	6
Ms. McMahon	2M	12	5	7
Mrs. Perry/Ms. McLain	3P/M	13	3	10
Mrs. Reynolds	3R	13	3	10
Mrs. Barshay/Mrs. Calistri	4B/C	13	7	6
Mrs. Hacker	4H	11	6	5
Mrs. Banek	5B	18	6	12
Ms. Craveiro/Ms. Belmont	5C/B	19	8	11
Mrs. Buonomo/Mrs. Whitman	6B/W	13	8	5
Ms. Dalton	6D	13	8	5
Out-of-District		3		
<b>TOTALS</b>		<b>211 +</b>	<b>96</b>	<b>111</b>

- \* PM session
- \*\* Services only
- + Total includes 3 out-of-district students and 1 services only student

**Fire Drills: 2013-2014**

Month	Fire Drill	Emergency Drill
September	9-16-13	Lockdown 9-30-13
October	10-22-13	Lockdown 10-24-13
November	11-18-13	Lockdown 11-21-13
December	12-19-13	Lockdown 12-16-13
January	1-13-14	Lockdown 1-21-14
February		
March		
April		
May		
June		

**HIB / V&V Report**

As of Date of BOE Meeting	9/18/13	10/16/13	11-20-13	12-18-13	1-22-14			
TOTAL # of Reported Incidents	1	1	0	0	0			
Number of Unfounded Incidents	1	1	0	0	0			
Number of Founded Incidents	0	0	0	0	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