

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a public session on November 19, 2014, in the Media Center of the Essex Fells School. The meeting was called to order by Board President Dr. Steven LoCascio at 7:31 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 – 7:31 P.M.

II. Roll Call

Mrs. Carol D'Alessandro, Vice-President – present
Mrs. Shani Drogin – absent
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; Tony Ciardella, Brown & Brown Insurance; and 12 staff members

III. Flag Salute

The President led the salute to the flag.

IV. Public Comment

No comment.

V. President's Report

- Dr. LoCascio congratulated Mrs. D'Alessandro for being re-elected to the Board.

VI. Election Report

- Mr. Lella read the results of the election, as reported and certified by the Essex County Clerk, stating Mrs. Carol D'Alessandro as being elected.

VII. Superintendent's Report

- Mrs. Gadaleta explained to the Board that the state of New Jersey does not have an opt out option for PARCC Testing. Mrs. Gadaleta feels that our students are properly prepared.
- Mrs. Gadaleta stated that she is unable to share the Annual Progress Target Report results as they have not been made public as of yet.
- Mrs. Gadaleta informed the Board that the current Out-of-District hearing had been settled.
- Mrs. Gadaleta informed the Board that she had a meeting with the other districts in the consortium to discuss the 2015-16 School Calendar. Essex Fells is currently set to begin after Labor Day, while the other districts were planning to return prior to. The Board discussed options, as in the past we have aligned with West Essex. Mrs. Gadaleta will continue to address with the other districts.
- Mrs. Gadaleta stated that the new Administrative Assistant in the Business Office had begun and that she was pleased with the selection.
- Mrs. Gadaleta stated that the Parent Visitation Day had gone well and explained to the Board what the day entailed.
- Mrs. D'Alessandro asked about Resolution #5, and Mrs. Gadaleta noted a change in the wording from the prior meeting.
- Mrs. Gadaleta explained the implementation of the Library Curriculum for Pre-school beginning in January.

VIII. 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: Monica Craveiro, Sara Dalton, Susan Hacker
Event: Curriculum & Instruction Meeting
Location: Glen Ridge Country Club
Date: 10/29/14
Cost: \$0

Staff Members: Michelle Barshay, Debbie Emma, Lisa Massaro, Judi Reynolds
Event: Lunch & Learn Empowering Writers Workshop
Location: The Montville Inn, 167 Main Road, Montville, NJ
Date: 11/21/14
Cost: \$0

Staff Member: Susan Hacker
Event: Numbers & Operations – Fractions Workshop
Location: Conquer Mathematics Center, Fairfield, NJ
Date: 12/2/14
Cost: \$125

Staff Member: Nicole Aramando
Event: NJASP Winter Conference 2014
Location: Holiday Inn, East Windsor, NJ
Date: 12/12/14
Cost: \$175

Staff Member: Deana Hromoko
Event: Digital Story Telling Workshop
Location: Paramus, NJ
Date: 1/7/15
Cost: \$75

Staff Member: Vanessa Facendola
Event: The PROMPT Institute Training
Location: Jersey City, NJ
Date: 1/22 & 23/15
Cost: \$675.71 (fees & mileage)

Staff Member: Marisa Burger
Event: Early Intervention Strategies to help Young Children with Challenging Behaviors & PPD Workshop
Location: Best Western Plus, Fairfield, NJ
Date: 2/2/15
Cost: \$235

Staff Member: Laura Quinn
Event: Practical Strategies for Preparing Your PreK & K Students to Meet CSSS in Literacy Workshop
Location: Parsippany, NJ
Date: 2/12/15
Cost: \$229

Moved by: Mrs. D'Alessandro
Ayes: 4

Seconded by: Dr. Nitti
Nays: 0

2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the *Library Curriculum, Preschool – 6, January 2015*.

Moved by: Mrs. D'Alessandro
Ayes: 4

Seconded by: Dr. Nitti
Nays: 0

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the *Emergency Operations Plan, November 2014* between Essex Fells School and the Essex Fells Police Department.

Moved by: Mrs. D'Alessandro
Ayes: 4

Seconded by: Dr. Nitti
Nays: 0

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following student from the Caldwell College:

Kelly Graham – Field Observation/Teacher Intern
Michelle Barshay, Cooperating Teacher
January 26 – May 1, 2015, approx. 5 hrs/wk, 60 hrs/semester

Moved by: Mrs. D'Alessandro
Ayes: 4

Seconded by: Dr. Nitti
Nays: 0

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

Policy 3232 Tutoring Services

Moved by: Mrs. D'Alessandro
Ayes: 4

Seconded by: Dr. Nitti
Nays: 0

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, that the terms, stipulations and conditions as established in the Settlement Agreement and Release between the Board and the Parents of a student whose name is on file in the Superintendent's Office, which is annexed to this Resolution, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Settlement Agreement and Release, and any other documents to effectuate the settlement.

Moved by: Mrs. D'Alessandro
Ayes: 4

Seconded by: Dr. Nitti
Nays: 0

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the generous donation from the Cioce Family for renovations to the faculty rooms.

Moved by: Mrs. D'Alessandro
Ayes: 4

Seconded by: Dr. Nitti
Nays: 0

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

Afterschool Enrichment: All Fall Classes extended to 12/3&4/14

Afterschool Enrichment: Lab Marvels & Magical Mysteries, Gr. K-3
Science Room (#105), 3:25-4:30pm
Wednesdays from 1/7/15 – 2/25/15

Afterschool Enrichment: Future Fashionistas, Gr. K-4
Mrs. Hacker's Room (#104), 3:25-4:30pm
Wednesdays from 1/7/15 – 2/25/15

Afterschool Enrichment: Digital Photography, Gr. 3-6
Media Center, 3:25-4:30pm
Wednesdays from 1/7/15 – 2/25/15

Afterschool Enrichment: Super-Powered Sub-Atomic Science, Gr. 3-6
Science Room (#105), 3:25-4:30pm
Thursdays from 1/8/15 – 2/26/15

Afterschool Enrichment: Stationary Making, Gr. K-6
Mrs. Barshay's Classroom (#109), 3:25-4:30pm
Thursdays from 1/8/15 – 2/26/15

Moved by: Mrs. D'Alessandro
Ayes: 4

Seconded by: Dr. Nitti
Nays: 0

IX. Business Administrator's Report

- Mr. Lella updated the Board as to the status of the Audit. Field work was completed on 11/3/14. He notified the Board that he would have final copies for review at the 12/3/14 meeting, and that audits are due to the State on 12/5/14. Mr. Lella stated that the District was financially healthy and he foresees being able to fund the 15-16 budget as well as the capital reserve for the final boiler project. The Board decided the auditor need not be present at the 12/5/14 meeting, but Mr. Lella stated the auditor could be available for any questions.
- Mr. Lella notified the Board that he was currently closing out the paperwork for the boiler project that was completed this past October. Mr. Lella pointed out the resolution for the 5k contingency which was being reduced from the final cost of the project, reducing the cost from \$128,400 to \$123,400. He stated he was also waiting for the NJSmart start rebate from the state. Mr. Lella also stated he will begin to prepare for the final boiler project to begin in June 2014.
- Mr. Lella notified the Board that he submitted the District's DRTRS report to the state.
- Mrs. D'Alessandro asked about the PTA reimbursement on the monthly bills and claims report and the status of the year to date legal fees. Mr. Lella stated that the reimbursement was for a water cooler the district needed to purchase and was placed on the PTA account since the district did not have an account with Poland spring and that they required a credit card on file, and that legal fees were a little higher than in the past due to an out of district placement.

X. Business Resolutions

1. **RESOLVED** that the Board of Education approves the bills and claims for November in the total amount of \$166,207.44 as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for October 2014 as certified by the Business Administrator and approved by the Superintendent and Board President in the total

amount of \$288,726.43 including \$269,617.80 for the gross payroll, \$3,985.26 for the Board's share of FICA/Medicare and \$15,123.37 for the State's share of FICA/Medicare.

Moved by: Mrs. D'Alessandro
Ayes: 4

Seconded by: Dr. Nitti
Nays: 0

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

Moved by: Mrs. D'Alessandro
Ayes: 4

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 September; 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: 4

Seconded by: Dr. Nitti
Nays: 0

4. **BE IT RESOLVED** that the Board of Education accepts and approves change order #001 from DeSesa Engineering Co., Inc., as a deduct change order representing the balance of the project allowance being refunded to the Board.

BE IT FURTHER RESOLVED that the aforementioned change order in the amount of \$5,000, results in the project cost being reduced from \$128,400.00 to \$123,400.

Moved by: Mrs. D'Alessandro
Ayes: 4

Seconded by: Dr. Nitti
Nays: 0

XI. Old Business / Board Discussion

- Mr. Lella noted that the unemployment claim hearing had been dismissed, and that he would review the recent unemployment bill due to the state.

XII. Policy Discussion

- The Board agreed to have the policy discussion moved to the December 3rd Workshop.

XIII. New Business / Board Discussion

- Mrs. Gadaleta notified the Board of her due date for April 6th and her availability to the district for the remainder of the school year. She will take her leave and return to district as needed, and she will be here for the summer. The 2 lead teachers would be able to act in her absence as needed. Mrs. Gadaleta said she will contact the County Superintendent for the necessary paperwork.

XIV. Meeting Open for Public Comment

- On behalf of the EFTA, Miss Mitchell thanked the Board for their consideration and adjusting the wording for the tutoring policy.

XV. Resolution to Enter Executive Session

The Board entered into executive session at 8:19 P.M. to discuss contractual negotiations. The items discussed in executive session will be disclosed to the public when the need to maintain their confidentiality no longer exists. The Board adjourned the executive session and returned to the public meeting at 9:16 P.M.

Moved by: Mrs. D’Alessandro
Ayes: 4

Seconded by: Dr. Nitti
Nays: 0

XVI. Adjournment

The public meeting of the Board of Education was adjourned at 9:16 P.M. The next Workshop Meeting will be held on Wednesday, December 3, 2014 in the Superintendent’s Office.. The next Regular Meeting will be held on Wednesday, December 17, 2014 at 7:30 P.M. in the Media Center.

Moved by: Mrs. D’Alessandro
Ayes: 4

Seconded by: Mrs. Huegel
Nays: 0

Enrollment Count: 2014-2015

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	12	7	5
Mrs. Quinn/Ms. Burger	PS/PM	13	4	9
Mrs. Gann	KG	15	9	6
Ms. Mitchell/Mrs. Short	KM/S	14	6	8
Mrs. Brutman/Mrs. Hromoko	1B/H	14	9	5
Mrs. Massaro	1M	14	9	5
Ms. McMahan/Ms. Almeida	2M/A	11	4	7
Mrs. Perry	2P	10	4	6
Ms. Cervino	3C	11	6	5
Mrs. Reynolds/Ms. McLain	3R/M	11	5	6
Mrs. Barshay	4B	12	2	10
Mrs. Hacker/Mrs. Calistri	4H/C	12	3	9
Mrs. Banek/Ms. Belmont	5B/B	11	5	6
Ms. Craveiro	5C	12	7	5
Mrs. Buonomo	6B	19	8	11
Ms. Dalton/Mrs. Whitman	6D/W	18	7	11
Total		209	95	114
Out-of-District		3+		
TOTALS		212	95	114

+ Total includes 3 out-of-district students

Fire Drills: 2013-2014

Month	Fire Drill	Emergency Drill
September	9/8/14	Lockdown 9/16/14
October	10/8/14	Shelter in Place 10/2/14
November	11/12/14	Lockdown 11/19/14
December		
January		
February		
March		
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	9/17/14	10/15/14	11/19/14						
TOTAL # of Reported Incidents	0	0	0						
Number of Unfounded Incidents	0	0	0						
Number of Founded Incidents	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