

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a public session on February 19, 2014, in the Media Center of the Essex Fells School. The meeting was called to order by Board Vice President Mrs. Carol D'Alessandro at 7:30 P.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 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 – called in  
Dr. Michele Nitti – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; Mr. Steven J. Lella, Business Administrator/Board Secretary; and two staff members.

**III. Flag Salute**

The Vice President led the salute to the flag.

**IV. Public Comment**

No comment.

**V. President's Report**

**VI. Superintendent's Report**

- Mrs. Gadaleta explained the recent school calendar revisions. The district was open Tuesday, 2/18/14 and 1 day will be added to the end of the school year. An additional day will be added at the end of the school year if needed, moving the students to Friday and the staff to the following Monday for their final days. Any additional days will be taken from Spring Break as needed. Dr. LoCascio voiced his appreciation for the district being open on Friday, 2/14/14.
- Mrs. Gadaleta explained the School Performance Report scores that were received from the State. Mrs. Gadaleta stated the district performed very well and has reached Reward School Status. Mrs. Gadaleta expressed her concern regarding the improvement of attendance. Overall, the goals that were developed by the State had been attained.
- Mrs. Gadaleta informed the Board that the Instruction & Curriculum sessions of the NJQSAC review had requested to meet with her one day earlier than originally planned. The meeting took place on Tuesday, February 18<sup>th</sup>. Mrs. Gadaleta felt the review was very positive.
- Mrs. Gadaleta notified the Board that Commissioner Cerf had resigned.
- Mrs. Gadaleta explained a resolution on the Superintendent section regarding the district's parking policy. The resolution will give the EFPD authority to uphold our policy.

**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: Nicole Aramando, Catherine Codella  
 Event: 3r's – Ruminating, Routines & Rituals – Workshop  
 Location: Morris-Union Jointure Commission, New Providence, NJ  
 Date: 3/12/14  
 Cost: \$125 per person

Staff Members: Judi Reynolds  
 Event: Conquer Mathematics – Geometry, Measurement & Data  
 Location: Fairfield, NJ  
 Date: 3/19/14  
 Cost: \$125

Staff Member: Michelle V. Gadaleta  
 Event: Stronge & Associates Evaluation Workshop  
 Location: Noecker School, Roseland, NJ  
 Date: 4/4/14  
 Cost: \$150

Moved by: Dr. Nitti  
 Ayes: 4

Seconded by: Mrs. Drogin  
 Nays: 0

2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the revisions to the 2013-2014 School Calendar.

**NOTE:** Revised Calendar #2 Attached

Moved by: Dr. Nitti  
 Ayes: 4

Seconded by: Mrs. Drogin  
 Nays: 0

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the merging of the Local Professional Development Committee and the School Improvement Panel (ScIP) for the 2013-2014 school year.

Moved by: Dr. Nitti  
 Ayes: 4

Seconded by: Mrs. Drogin  
 Nays: 0

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the 2013-2014 substitute teacher list:

Paula Cox      Teacher (\$75/day)

Moved by: Dr. Nitti  
 Ayes: 4

Seconded by: Mrs. Drogin  
 Nays: 0

5. **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 County Office of Education.

Moved by: Dr. Nitti  
Ayes: 4

Seconded by: Mrs. Drogin  
Nays: 0

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

EFRD PreK-K and Grades 1-8 Baseball/Softball Programs  
3/22/14 – 6/30/14/14 – EFS Fields  
M, W, Th: 4:00pm-Dusk; Tu & F: 3:10pm-Dusk; Sat: – 9:00am-6:00pm

Girl Scout Daisy Meetings  
3/21/14, 4/25/14, 5/9/14, 6/6/14 – Media Center  
3:05 – 4:30pm

Moved by: Dr. Nitti  
Ayes: 4

Seconded by: Mrs. Drogin  
Nays: 0

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, a request to the Borough of Essex Fells for an Ordinance allowing EFPD to enforce no overnight parking on Board of Education property.

Moved by: Dr. Nitti  
Ayes: 4

Seconded by: Mrs. Drogin  
Nays: 0

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

Policy 7480

Motor Vehicles on School Property

Moved by: Dr. Nitti  
Ayes: 4

Seconded by: Mrs. Drogin  
Nays: 0

**VIII. Business Administrator's Report**

- As a follow up from last meeting, Mr. Lella notified the Board of the Resolution on this meeting's agenda pertaining to the SEMI waiver.
- Mr. Lella informed the Board that we currently have 11 potential bidders for next week's bid hearing. Mr. Lella also informed the Board he would be applying for the NJ Smartstart clean energy program rebate.
- Mr. Lella informed the Board of the return of the NJSIG Safety Grant for the 14-15 School Year. A resolution was on the agenda for the submission of the application.

**IX. Business Resolutions**

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

Workshop Meeting	12/18/13
Regular Meeting	12/18/13
Reorganizational/Workshop Meeting	1/8/14
Regular Meeting	1/22/14

Moved by: Dr. Nitti	Seconded by: Mrs. Drogin
Ayes: 4	Nays: 0

2. **RESOLVED** that the Board of Education approves the bills and claims for February 2014 in the total amount of \$108,366.01, as certified by the Business Administrator/ Board Secretary; and

**BE IT FURTHER RESOLVED**, that the Board of Education approves the payroll for January 2014 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$278,249.58 including \$259,059.75 for the gross payroll, \$4,063.49 for the Board's share of FICA/Medicare and \$15,126.34 for the State's share of FICA/Medicare.

Moved by: Dr. Nitti	Seconded by: Mrs. Drogin
Ayes: 4	Nays: 0

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

Moved by: Dr. Nitti	Seconded by: Mrs. Drogin
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 December; 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: Dr. Nitti	Seconded by: Mrs. Drogin
Ayes: 4	Nays: 0

5. **RESOLVED** that the Board of Education hereby approves the submission of a grant application for the 2014 Safety Grant Program through the New Jersey Schools Insurance Group's ERIC NORTH Subfund for the purposes described in the application, in the amount of \$5,000.00 for the period July 1, 2014 through June 30, 2015. .

Moved by: Dr. Nitti  
Ayes: 4

Seconded by: Mrs. Drogin  
Nays: 0

6. **RESOLVED** that the Board of Education approves the submission of the following Special Education Medicaid Initiative (SEMI) Program Waiver to the Essex County Office of Education:

**WHEREAS**, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) program for the 2014-2015 school year, and

**WHEREAS**, the Essex Fells Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students,

**NOW THEREFORE BE IT RESOLVED** that the Essex Fells Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Essex an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2014-2015 school year.

Moved by: Dr. Nitti  
Ayes: 4

Seconded by: Mrs. Drogin  
Nays: 0

**X. Old Business / Board Discussion**

- Mrs. Gadaleta informed the Board the PTA has decided to research and fund the sprinkler project on their own.
- Mrs. Gadaleta explained the Merit Goals process to the new Board members and provided an update as to the status of her previously submitted goals.
- Mrs. Gadaleta explained her intentions for the return of the preschool staff member out on maternity leave. It has been decided the staff member will return to her position, with the maternity leave replacement returning to the para position.
- Mrs. Gadaleta informed the Board that she will continue to work with the EFPD regarding the current after school pick up procedure.
- Mr. Lella informed the Board of the results of the EEO & AA investigation. The District had zero errors and will receive a satisfactory report grade from the State Investigator.
- Mr. Lella informed the Board that the materials for the PSE&G Direct Install program have arrived, however they are waiting for the weather to improve and the snow around the property to begin to melt.
- Mr. Lella informed the Board that he was able to obtain a reduced price for the installation of the new speakers in the Intermediate Building.

**XI. New Business / Board Discussion**

- Mrs. Gadaleta informed the Board that the district Architect had been contacted, as well as the EFFD, regarding an inspection of the flat roofs within the district and the current weight of the snow and ice. Measures for snow and ice removal will be reviewed.
- A new item to the agenda, Mrs. Gadaleta was informed by a parent that computers were not being properly returned to their docking stations in the Media Center and that food was also being found around the room. Mrs. Gadaleta will address the situation along with Mrs. Castellano. Mrs. Drogin suggested a possible program in which the students monitor each other as to the proper returning of the laptops.

**XII. Meeting Open for Public Comment**

- No comment.

**XIII. Adjournment**

The public meeting of the Board of Education was adjourned at 8:25 P.M. The next Workshop Meeting will be held on Wednesday, March 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, March 19, 2014 at 7:30 P.M. in the Media Center.

Moved by: Mrs. Huegel  
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	20	7	13
Mrs. Brutman/Mrs. Hromoko	2B/H	11	5	6
Ms. McMahan	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>212 +</b>	<b>96</b>	<b>112</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	2-19-14		
TOTAL # of Reported Incidents	1	1	0	0	0	0		
Number of Unfounded Incidents	1	1	0	0	0	0		
Number of Founded Incidents	0	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