

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a public session on March 19, 2014, in the Media Center of the Essex Fells School. The meeting was called to order by Board President Dr. Steven LoCascio at 7:30 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 March 7, 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 14 staff members.

III. Flag Salute

The President led the salute to the flag.

IV. Public Comment

No comment.

V. President’s Report

- Dr. LoCascio thanked the EFTA for inviting the Board to the staff breakfast and for their turnout for the meeting.

VI. Superintendent’s Report

- Mrs. Gadaleta thanked Mrs. Trafford for the Read Across America Celebration, where the district collected books and pajamas for other children.
- Mrs. Gadaleta explained the Personnel Resolutions: Marisa Burger would be staying on the remainder of the year for Rosalie Almeida; Mrs. Gadaleta wished best of luck to Victoria DiGirolomo; and that Allison Kelley would be starting as a paraprofessional.
- At the April 9th workshop the Board will have a meet and greet session with the non-tenured staff. The EFTA asked to have the session at the start of the meeting. Dr. LoCascio gave a brief description and purpose of the session.
- Mrs. Gadaleta informed the Board that Mrs. Castellano had been attending workshops to prepare our infrastructure for PARCC testing.
- Mrs. Gadaleta stated that the SGO’s and evaluations were going hand in hand.
- Mrs. Gadaleta and the Board discussed the potential for an Open House, where the parents would be able to visit the district during the school day.

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: Probability & Statistics Workshop
Location: Conquer Mathematics
Date: 3/26/14
Cost: \$125 per person

Staff Member: Michelle Barshay
Event: Open Books, Open Minds III Workshop
Location: Caldwell College
Date: 4/4/14
Cost: \$75

Staff Members: Emily Calistri, Susan Hacker
Event: Measurement & Data Workshop
Location: Conquer Mathematics, Fairfield
Date: 4/8/14
Cost: \$125 per person

Staff Member: Vanessa Facendola
Event: NJSHA Convention
Location: Long Branch, NJ
Date: 5/1/14
Cost: \$250 conference fees, \$26.66 mileage, total = \$276.66

Staff Members: Marisa Burger, Kelly Mitchell
Event: Best Practices: Putting Children 1st Workshop
Location: Caldwell College
Date: 5/30/14
Cost: \$75 per person

Staff Member: Steven Lella
Event: NJASBO BA Academy II
Location: NJASBO Office, Robbinsville NJ
Date: 3/11/14 (Rescheduled from 2/27/14)
Tolls: \$9.95 (meeting fee and mileage approved 10/16/13)

Staff Member: Steven Lella
Event: Law Enforcement in Education Meeting – Memorandum of Agreement
Location: Essex County Executive Superintendent Offices, Newark NJ
Date: 3/13/14
Mileage: \$7.44

Staff Member: Steven Lella
Event: NJASBO: Public School Purchasing: The Nitty-Gritty
Location: Hilton Garden Inn – Rockaway NJ
Date: 3/20/14
Cost: \$50
Mileage: \$9.92

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 following addition to the District Evaluation Advisory Committee:

Shani Drogin (replacing Alison Cirenza) – BOE Representative

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 extension of the maternity leave for Rosalie Almeida through the end of the 2013-2014 school year.

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the extension of the appointment of Marisa Burger as Maternity/Disability Leave of Absence Teacher, BA, Step 1, at a prorated salary of \$43,285, from on or about April 28, 2014 to June 30, 2014.

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the resignation of Victoria DiGirolomo, Paraprofessional, effective March 24, 2014.

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Allison Kelley, Paraprofessional, beginning March 21, 2014, through June 30, 2014, at a prorated salary of \$23,184 (\$18/hr @ 7 hr/day from 8:20am-3:20pm), for the 2013-2014 school year, pending the required criminal history and background check.

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the resignation of Courtney VanDuyne, Paraprofessional, effective on or about May 2, 2014.

Moved by: Mrs. D'Alessandro
Ayes: 5

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 Request for the following:

Silly Sports

Wednesdays: 4/23/14, 4/30/14, 5/7/14, 5/14/14, 5/21/14, 5/28/14, 6/4/14, 6/11/14
Gymnasium; 3:30pm – 4:30pm

Chef It Up Kids, Grades 3-5

Wednesdays: 4/23/14, 4/30/14, 5/7/14, 5/14/14, 5/21/14, 5/28/14, 6/4/14, 6/11/14
Science Room #105; 3:30pm – 4:30pm

Chef It Up Kids, Grades K-2

Thursdays: 4/24/14, 5/1/14, 5/8/14, 5/15/14, 5/22/14, 5/29/14, 6/5/14, 6/12/14
Science Room #105; 3:30pm – 4:30pm

Bracelet Making with Mrs. Hacker

Thursdays: 4/24/14, 5/1/14, 5/8/14, 5/15/14, 5/22/14, 5/29/14, 6/5/14, 6/12/14
Mrs. Hacker’s Room #104; 3:30pm – 4:30pm

Magic with Joe Fischer, K-6

Thursdays: 4/24/14, 5/1/14, 5/8/14, 5/15/14, 5/22/14, 5/29/14, 6/5/14, 6/12/14
Media Center; 3:30pm – 4:30pm

Essex Fells Recreation Department – Summer Camp

Tentatively: 6/25/14 – 7/31/14
All Primary Building Classrooms; 8:45am – 12:15pm

Moved by: Mrs. D’Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

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

Policy 7480

Motor Vehicles on School Property

Moved by: Mrs. D’Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

VIII. Business Administrator’s Report

- Mr. Lella informed the Board that the Preliminary Budget would be submitted to the County Office and a review was scheduled with the County BA for March 27th.
- Mr. Lella provided an overview of the Annual mid-year budget efficiency review that took place with the County BA, Superintendent’s and BA’s from neighboring districts.
- Mr. Lella and Mrs. Gadaleta noted a reduction in one paraprofessionals pay due to reduced work time.
- Mr. Lella informed the Board of a resolution approving payment of three of Mrs. Gadaleta’s five Merit Goals. Dr. Nitti asked Mrs. Gadaleta for a brief recap of her Merit Goals.

IX. Business Resolutions

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

Workshop Meeting 2/6/14
Regular Meeting 2/19/14

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti
Ayes: 5 Nays: 0

2. **RESOLVED** that the Board of Education approves the bills and claims for March 2014 in the total amount of \$139,994.37, as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for February 2014 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$278,789.19 including \$259,557.24 for the gross payroll, \$4,124.04 for the Board's share of FICA/Medicare and \$15,107.91 for the State's share of FICA/Medicare.

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti
Ayes: 5 Nays: 0

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

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti
Ayes: 5 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 January; 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 Seconded by: Dr. Nitti
Ayes: 5 Nays: 0

5. **BE IT RESOLVED** that the Essex Fells Board of Education in the County of Essex, New Jersey, approves the 2014-2015 preliminary school district budget for submission to the Executive County Superintendent as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund:	\$4,675,892.00	\$4,163,693.00
Special Revenue:	39,877.75	0.00
Debt Service:	0.00	0.00
TOTAL:	<u>\$4,715,769.00</u>	<u>\$4,163,693.00</u>

RESOLVED that the Essex Fells Board of Education hereby, approves the withdrawal of \$104,000.00 from the Capital Reserve to be appropriated in the 2014-15 school year budget for the following purpose:

Boiler Replacement

BE IT FURTHER RESOLVED that the Board authorizes the Superintendent and Business Administrator/ Board Secretary to submit the preliminary budget to the Essex County Executive Superintendent of Schools for review and approval, to advertise the preliminary budget in the district's official newspaper, and establish a public hearing and adoption of the final budget for the 2014-2015 school year on May 7th, 2014 at 7:30 P.M. in the Media Center of the Essex Fells School.

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

6. **WHEREAS**, the Essex Fells Board of Education and the Executive County Superintendent of Schools approved the following merit goals:

Goal	Percentage
Quantitative #1	3.33%
Quantitative #2	3.33%
Quantitative #3	3.33%
Qualitative #1	2.50%
Qualitative #2	2.50%

in the Superintendent's 13-14 contract; and

WHEREAS, the Superintendent has completed the following goals:

Goal	Percentage
Quantitative #1	3.33%
Quantitative #2	3.33%
Qualitative #2	2.50%

; and

WHEREAS, the required documentation has been submitted to the Executive County Superintendent of Schools; and

WHEREAS, the Essex Fells Board of Education has received approval by the Executive County Superintendent of Schools to make payment to the Superintendent for the following goals:

Goal	Percentage
Quantitative #1	3.33%
Quantitative #2	3.33%
Qualitative #2	2.50%

THEREFORE BE IT RESOLVED, that the Essex Fells Board of Education authorizes payment for merit goals as completed by the Superintendent of Schools and as authorized by the Executive County Superintendent of Schools.

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

X. Old Business / Board Discussion

- Mr. Lella informed the Board that the check from NJSIG for the fire claim in January had been received, less the \$1,000 deductible.

XI. New Business / Board Discussion

- Mrs. Gadaleta discussed moving the pre-school to the kindergarten classroom in order to address the bathroom waiver requirement and making for more effective use of the building space.
- Mr. Lella informed the Board that he had obtained quotes for universal window shades for all classroom door windows for security purposes.

XII. Meeting Open for Public Comment

- Mrs. Brutman asked if for classrooms in building #2, two sets of shades for classrooms with two doors would be installed. Mr. Lella informed her there would be.

XIII. Resolution to Enter Executive Session

- The Board entered into Executive Session to discuss the Superintendent's and Business Administrator's contracts at 8:04 P.M.

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

- The Board returned to the Regular Meeting at 8:55 P.M.

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

XIV. Adjournment

The public meeting of the Board of Education was adjourned at 8:55 P.M. The next Workshop Meeting will be held on Wednesday, April 9, 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, April 23, 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	20	7	13
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		
TOTALS		212 +	96	112

- * 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	2-28-14	Lockdown 2-21-14
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	3-19-14		
TOTAL # of Reported Incidents	1	1	0	0	0	0	0		
Number of Unfounded Incidents	1	1	0	0	0	0	0		
Number of Founded Incidents	0	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