

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a public session on April 23, 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 – 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 8 staff members.

III. Flag Salute

The President led the salute to the flag.

IV. Public Comment

No comment.

V. President's Report

- No report.

VI. Superintendent's Report

- Mrs. Gadaleta discussed how the staff has begun to review all Language Arts Curriculum materials that are being used Pre-k through 6th grade. They will review what enhancements can be made by grade level based on our expectations to help increase the district's test scores.
- Dr. Nitti asked if there were any districts whose scores stand out. Mrs. Gadaleta responded not in our area, but she will research other districts in a greater area.
- Mrs. D'Alessandro asked what the staff setting was for the review. Mrs. Gadaleta said that the staff meet afterschool and possibly over the summer.
- Mrs. Gadaleta informed the Board that at her consortium meeting, North Caldwell had informed the other districts that they had decided to change the Social Studies they are teaching to their 6th grade to better prepare for PARCC testing questions. The districts all agreed that they would work with the SS director at West Essex so each district will be on the same page. Changes will be made if necessary.
- Dr. LoCascio asked what the other district's reaction was to the change. Mrs. Gadaleta responded that all the districts agreed to work together to be on the same level.
- Mrs. Gadaleta informed the Board that she had received close to 100 resumes for the open positions for 2014-15. Mrs. Gadaleta intends to begin the interview process the week of May 5th.
- Dr. LoCascio asked how the evaluations were going. Mrs. Gadaleta stated she is working with the staff to get everyone completed.

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 Member: Catherine Codella
 Event: Character Education Training
 Location: NJ Bar Foundation, New Brunswick
 Date: 4/29/14
 Cost: \$0

Staff Members: Nicole Aramando, Catherine Codella
 Event: Autism and Other Neurodevelopmental Disorders Workshop
 Location: Breakers Hotel, Spring Lake, NJ
 Date: 4/30/14
 Cost: \$189.99

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:

Study Skills
 Thursdays: 5/1/14 – 6/5/14
 Classroom 6B/W (#108); 3:15pm – 4:20pm

Moved by: Mrs. D'Alessandro
 Ayes: 5

Seconded by: Dr. Nitti
 Nays: 0

3. **RESOLVED** that the Board of Education rescinds, 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.

BE IT FURTHER 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 salary of \$50,924, from on or about April 28, 2014 to June 30, 2014.

Moved by: Mrs. D'Alessandro
 Ayes: 5

Seconded by: Dr. Nitti
 Nays: 0

VIII. Business Administrator's Report

- Mr. Lella advised the Board that in addition to the regular Business resolutions, there was a resolution to obtain Tetra Tech for LSRP services for the Oil Tank Remediation, which will be discussed further in the Old Business section of the meeting.

IX. Business Resolutions

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

Workshop Meeting Minutes	3/5/14
Regular Meeting Minutes	3/19/14

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

2. **RESOLVED** that the Board of Education approves the bills and claims for April 2014 in the total amount of \$115,186.76, as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for March 2014 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$292,347.78 including \$272,152.31 for the gross payroll, \$5,065.05 for the Board's share of FICA/ Medicare and \$15,130.42 for the State's share of FICA/Medicare.

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

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

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

5. **WHEREAS**, the Essex Fells Board of Education (hereinafter referred to as the “Board”) may require the services of a licensed site remediation professional to provide professional environmental services in connection with the Board’s environmental remediation responsibilities at the Essex Fells School; and

WHEREAS, the Board solicited quotes for the services; and

WHEREAS, Tetra Tech, Inc. (hereinafter referred to as “Tetra Tech”) submitted a proposal dated March 20, 2014 to provide the services of a licensed site remediation professional (LSRP); and

WHEREAS, the proposal submitted by Tetra Tech is the most advantageous to the Board, price and other factors considered; and

WHEREAS, the Board is desirous of retaining the services of Tetra Tech, should such services be required, in accordance with the terms and conditions of the Agreement which is attached hereto and made a part hereof; and

WHEREAS, Tetra Tech has completed and submitted a Political Contribution Disclosure Form which certifies that Tetra Tech has not made any reportable contributions to a political or candidate committee in the County of Essex, Borough of Essex Fells or the Essex Fells Board of Education in the previous one (1) year, and that the contract will prohibit the Tetra Tech from making any reportable contributions through the term of the contract.

NOW, THEREFORE, BE IT RESOLVED that Tetra Tech is hereby appointed to provide professional environmental services in connection with the Board’s environmental remediation responsibilities at the Essex Fells School, should such services be required, and that a contract shall be awarded for the following reasons:

1. The fee structures proposed are most advantageous to the Board, price and other factors considered.
2. Experience and resources necessary to perform the contract have been demonstrated.
3. Reputation and responsibility of professional contractor are satisfactory.

BE IT FURTHER RESOLVED that:

1. This award is expressly subject to the determination of the New Jersey Department of Environmental Protection that the services of an LSRP are required. In such event, Tetra Tech is hereby authorized to provide professional engineering services in connection with the Board’s environmental remediation responsibilities at the Essex Fells School, in accordance with the terms of the Agreement between the Board and Tetra Tech for professional engineering services, which Agreement is attached hereto and made a part hereof.

2. Should such services be required, the Board President and the Business Administrator/Board Secretary Board are hereby authorized to execute the Agreement and any other documents necessary to effectuate the award.

3. The Business Disclosure Form shall be placed on file with this resolution.

Moved by: Dr. Nitti
Ayes: 5

Seconded by: Mrs. D’Alessandro
Nays: 0

X. Old Business / Board Discussion

- Mr. Lella updated the Board as to the status of the Oil Tank Remediation. After NJDEP review, the documentation provided to the state is not sufficient to issue a No Further Action document. Mr. William Hose, Section Chief of the NJDEP Bureau of Enforcement & Investigation, advised that the district move forward with retaining an LSRP to complete a Site Investigation Report. He asked that I keep his office informed of the District's progress throughout the process. He also informed me no action will be taken by the state after the May 7th deadline as long as we continue to show we are working on closing our case.
- Mrs. Gadaleta informed the Board that she has a meeting scheduled with the EFPD on April 28th to discuss a traffic study for the District's dismissal procedure.
- The Board further discussed the fence that was damaged during the winter by the snow plow removal. Mr. Lella informed the Board that the item would not be covered by the district's insurance since it was not the district that performed the snow plowing. We will continue to wait for the quote for repair from the homeowner.
- Mrs. Gadaleta informed the Board that a copy of the Borough Parking Ordinance was in their packages, as it is now official.

XI. New Business / Board Discussion

- Mr. Lella provided Mrs. D'Alessandro the materials for the November Board Member Election.
- Mrs. Gadaleta informed the Board that they could support any fundraisers in the community however a different organization is to handle the collection and disbursement of funds.

XII. Meeting Open for Public Comment

- Mrs. Whitman asked if the staff would still be permitted to park overnight while they are away for Camp Mason. Mrs. Gadaleta said it would be allowed and to provide a list of who's cars would be staying overnight.

XIII. Adjournment

The public meeting of the Board of Education was adjourned at 8:25 P.M. The next Workshop and Budget Hearing Meeting will be held on Wednesday, May 7, 2014 at 7:30 P.M. in the Media Center, and the next Regular Meeting of the Board of Education will be held on Wednesday, May 21, 2014 at 7:30 P.M. in the Media Center.

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Mrs. Drogin
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	3-31-14	Lockdown 3-21-14
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