

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a public session on May 21, 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; 1 member of the public; and 13 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 the growing importance of the district's Social Media Policy, including cyber bullying. If an incident takes place off-site and the school is made aware, the district has to file a report and is obligated to prepare a full investigation, even if the parents ask for nothing to be done. Staff must also be aware of items posted on Social Media.
- Mrs. Gadaleta pointed out the field trips on the agenda, one to Grover Cleveland's birthplace, and the 5<sup>th</sup> grade trip to the Palisades Mall for a team building exercise.
- Mrs. Gadaleta informed the Board she had received the waiver approval to be the district's sole evaluator.
- Mrs. Gadaleta reminded the Board of the Parent Visitation day coming up next week.

**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: Sarah Fernandes  
Event: ABA Not Just for Autism Workshop  
Location: Bergen Center for Child Development, Haworth, NJ  
Date: 5/5/14  
Cost: \$0

Staff Members: Beth Leggett (Cost reimbursement) & Kathleen Natalino  
 Event: NJ SMART Training  
 Location: Essex County DOE Offices, Newark, NJ  
 Date: 5/7/14  
 Cost: \$11.00 parking; 7.44 mileage = \$18.44 total

Staff Members: Sara Dalton & Jeanine Whitman  
 Event: Conquer Mathematics  
 Location: Fairfield, NJ  
 Date: 5/21/14 (rescheduled from 2/4/14 – prior BOE approval on 1/22/14)  
 Cost: \$125

Staff Member: Steven Lella  
 Event: Annual NJASBO Conference  
 Location: Borgata Hotel – Atlantic City  
 Date: 6/4/14 – 6/6/14  
 Cost: \$150 Fee; \$68.20 mileage; Hotel \$184.00 = \$402.20 total  
 (Tolls and meals/incidentals to follow)

Staff Members: Dorotea Banek & Nina Buonomo  
 Event: Writing and the Common Core 6-12 Workshop  
 Location: Learning Resource Center, East Orange, NJ  
 Date: 6/12/14  
 Cost: \$0

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 Field Trip Request:

Grade 5 – May 27, 2014  
 Palisades Center Climb Adventures Course, West Nyack, NY

Grade 2 – June 6, 2014  
 Grover Cleveland’s Birthplace, Caldwell, NJ

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 following student from Caldwell College, Office of Field Experience/Student Teaching:

Kelly Graham  
 September 8 – November 28, 2014  
 40 hours over the semester; approximately 3 hours per week  
 Cooperating Teacher: Michelle Barshay

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 first reading of the following Policies:

Bylaw 0141	Board Member Number and Term (Revised)
Bylaw 0143	Board Member Election and Appointment (Revised)
Policy 1581	Victim of Domestic or Sexual Violence Leave (New)
Policy 3125	Employment of Teaching Staff Members (Revised)
Policy 3230	Outside Activities (Revised)
Policy/Regulation 3240	Professional Development for Teachers and School Leaders (Revised)
Policy 4125	Employment of Support Staff Members (Revised)
Policy 4230	Outside Activities (Revised)
Policy 6511	Direct Deposit (New)

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 submission of the NCLB (No Child Left Behind) application for 2015 to the County Office of Education in the allocated grant amount of \$2,821.

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 contract for Steven J. Lella, Business Administrator/Board Secretary, effective July 1, 2014 through June 30, 2015, as approved by the Essex County Office of Education.

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 Extraordinary Aid Application system had opened and he would be submitting the district's application.
- Mr. Lella reminded the Board that the June 3<sup>rd</sup> Election Location had been moved from the School to the Calvary Church. The Borough has also posted notification on its website.

#### IX. **Business Resolutions**

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

Workshop Meeting Minutes	4/9/14
Regular Meeting Minutes	4/23/14

Moved by: Mrs. D'Alessandro  
Ayes: 5

Seconded by: Dr. Nitti  
Nays: 0

2. **RESOLVED** that the Board of Education approves the bills and claims for May 2014 in the total amount of \$98,664.24, as certified by the Business Administrator/ Board Secretary; and

**BE IT FURTHER RESOLVED**, that the Board of Education approves the payroll for April 2014 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$280,158.55 including \$260,830.74 for the gross payroll, \$4,197.39 for the Board's share of FICA/ Medicare and \$15,130.42 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 April 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 March; 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

**X. Old Business / Board Discussion**

- Mrs. Gadaleta updated the Board as to the status of the residency issue. A temporary CO has been issued as of 4/25/14, to expire on 7/29/14. The residence is livable and the residents will have to contact the Borough for a permanent CO when minor cosmetic work is complete.
- Mr. Lella presented information regarding updating the district's current copiers and lease.
- Mrs. Gadaleta updated the Board regarding the recent ACLU violation letter the district received. Mrs. Gadaleta confirmed she spoke with the district's attorney, and that the district would address the violation on the district's website.
- Mrs. Drogin followed up with the vendor that painted the baseball field fences. He came for a quick patch up, and will fully address the issue once school is complete for the year.

- Mrs. Gadaleta informed the Board that the 3<sup>rd</sup> grade would be administered Language Arts and the 4<sup>th</sup> grade Math in the PARCC Field Testing. She noted we are still waiting for procedures from the state. Mrs. Gadaleta informed the Board that the practice run will focus on technology capabilities, while also providing a good experience for the children.
- Mrs. Gadaleta updated the Board on the status of the interviews for 2014-2015.

**XI. New Business / Board Discussion**

- Mrs. Gadaleta discussed the new grade reporting policy for existing districts within Genesis.

**XII. Meeting Open for Public Comment**

- Mrs. Cirenza commented on how good the school grounds looked. Mrs. Gadaleta stated the Green Thumb Organization was responsible.
- Mrs. Short recognized Mrs. McNish for all her hard work preparing for the Art Show.

**XIII. Resolution to Enter Executive Session**

- The Board entered into Executive Session at 8:00 P.M. to discuss the Superintendent's Evaluation.

Moved by: Mrs. D'Alessandro  
Ayes: 5

Seconded by: Dr. Nitti  
Nays: 0

**XIV. Adjournment**

The Board came out of Executive Session and the public meeting of the Board of Education was adjourned at 9:15 P.M. The next **Workshop and Regular Meeting will be held** on Wednesday, June 18, 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		
<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	2-28-14	Lockdown 2-21-14
March	3-31-14	Lockdown 3-21-14
April	4-25-14	Evacuation to bleachers 4-28-14
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	4-23-14	5-21-14
TOTAL # of Reported Incidents	1	1	0	0	0	0	0	0	0
Number of Unfounded Incidents	1	1	0	0	0	0	0	0	0
Number of Founded Incidents	0	0	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