

ESSEX FELLS BOARD OF EDUCATION

REGULAR MEETING MINUTES

August 15,2018

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a Regular Meeting on August 15, 2018, in the Media Center of the Essex Fells School. The meeting was called to order by Board Vice President Mrs. Huegel at 7:35 P.M. Mrs. Huegel 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 3, 2018. 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

- The meeting was called to order by Mrs. Huegel.

II. Roll Call

Mrs. Bethany Buccino- Absent
Mrs. Shani Drogin, President- Absent
Mrs. Kris Huegel, Vice-President -Present
Dr. Steven LoCascio-Present
Mrs. Debra Tedesco-Present

III. Flag Salute

- Mrs. Huegel led the salute to the flag.

IV. Public Comment on Agenda Items Only

- None

V. President's Report

- None

VI. Superintendent's Report

- Mrs. Gadaleta explained to the Board her tuition reimbursement transfer fee for 3 classes that had been taken. It will be discussed further.

VII. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions # 01 – 22.

- 1. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the ESEA application for Fiscal Year 2019 to the County Office of Education and accepts the grant award in the amount of \$15,079.

Title I	\$21,335	refusal
Title II-A	5,079	
Title IV-A	<u>\$10,000</u>	
Total	\$15,079	

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 3 Nays: 0

- 2. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the IDEA application for Fiscal Year 2019, and accepts the grant award of the funds upon subsequent approval of the FY 2019 IDEA

application in the following amounts:

Basic (ages 3-21)	\$47,410
Preschool (ages 3-5)	<u>\$ 3,785</u>
Total	\$48,195

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 3 Nays: 0

3. **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(s): Allison Myers
Event: Conquer Mathematics
Location: Fairfield, NJ
Date: 9/12/18, 9/26/18, 11/1/18, 12/3/18, 1/17/19, 2/25/19, 3/26/19
Cost: \$1,085.00 (\$155.00 per session)

Staff Member(s): Ashley Messer
Event: School Health Conference
Location: The Palace, Somerset, NJ
Date: 10/17/18
Cost: \$195.00

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 3 Nays: 0

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Tracie Wiczorek, Third Grade Inclusion Teacher, BA +15, Step 4, at a salary of \$59,033 for the 2018-2019 school year, pending the criminal history/background check.

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 3 Nays: 0

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, an estimated 3 (2.5 direct, .5 indirect) additional hours for BCBA services by Meg Lipper, for ESY 2018-19.

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 3 Nays: 0

6. RESOLVED that the Board of Education appoint Marie Criscuolo, as the Essex Fells Board of Education Treasurer of School Monies at a revised annual salary of \$2,897 .00 commencing July 1, 2018 for the 2018–2019 school year.

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco
 Ayes: 3 Nays: 0

7. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, movement on the salary guide for the following staff member effective September 1, 2018, pursuant to the terms of the negotiated agreement:

<u>Teacher</u>	<u>From</u>	<u>To</u>
Candice Fitzgerald	BA	BA +15

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco
 Ayes: 3 Nays: 0

8. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of the following paraprofessional staff member(s) for the 2018-2019 school year, 184 days:

Wendy North 7 hr/day @ \$20/hr \$25,760

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco
 Ayes: 3 Nays: 0

9. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the Field Placement for the following student from Caldwell University:

Jennifer La Pelusa – Observation//Teacher Assistant
 Cooperating Teacher – Michelle Truchel
 Fall Semester – 8/27/18 – 12/7/18; 25 hrs/semester

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco
 Ayes: 3 Nays: 0

10. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the following mentors for new staff for the 2018-2019 school year (* informal district mentor):

<u>New Staff</u>	<u>Mentor</u>
Rory Duarte	Marisa Burger
Allison Myers	Jackie Castellano
Rebecca Santin	Katie McNish *
Tracie Wiczorek	Katie MacKenzie *

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco
 Ayes: 3 Nays: 0

11. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the following stipend positions for the 2018-2019 school year at the contractual rate:

Allison Myers		Camp - \$800	
		Sixth Grade Sleepover - \$250	
Marco Pannullo		Lunch \$40 per session	
Moved by:	Dr. LoCascio	Seconded by:	Mrs. Tedesco
Ayes:	3	Nays:	0

12. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the 2018-2019 School Improvement Panel (ScIP) / District Evaluation Advisory Committee:

Michelle Gadaleta	Superintendent/Principal		
Michelle Barshay	Teacher Representative		
Nina Buonomo	Teacher Representative		
Susan Hacker	Teacher Representative		
John Viggiano	Teacher Representative		
Kris Huegel	Parent Representative		
Shani Drogin	BOE Representative		
Moved by:	Dr. LoCascio	Seconded by:	Mrs. Tedesco
Ayes:	3	Nays:	0

13. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the 2018-2019 School Safety Team members:

Michelle Gadaleta	Superintendent/Principal		
Steven Lella	Business Administrator/School Safety Specialist		
Marisa Burger	Teacher Representative		
Laura Brutman	Teacher Representative		
Catherine Codella	Teacher-HIB Representative		
Debbie Emma	Teacher Representative		
Katie MacKenzie	Teacher Representative		
Katie McNish	Teacher Representative		
Ashley Messer	Teacher-Nurse Representative		
Judi Reynolds	Teacher Representative		
Jeanine Whitman	Teacher Representative		
Angela Vega	PTA Representative		
Laura D'Avella	EFFEE Representative		
Moved by:	Dr. LoCascio	Seconded by:	Mrs. Tedesco
Ayes:	3	Nays:	0

14. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the 2018-2019 District Testing Committee:

Michelle Gadaleta	Superintendent/Principal
Jackie Castellano	Teacher Representative
Marco Pannullo	IT Technician
Judi Reynolds	Teacher Representative
Jeanine Whitman	Teacher Representative

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 3 Nays: 0

15. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the 2018-2019 School Climate/Culture Committee:

Michelle Gadaleta	Superintendent/Principal
Jackie Castellano	Teacher Representative
Catherine Codella	Teacher Representative
Jaclyn Franzi	Teacher Representative
Kristin Gann	Teacher Representative
Kelly Mitchell	Teacher Representative
Laura Quinn	Teacher Representative
Kristen Kowalski	Teacher Representative
Deana Hromoko	Teacher Representative
Lisa Massaro	Teacher Representative

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 3 Nays: 0

16. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the 2018-2019 Report Card Revision/Portal Committee:

Michelle Gadaleta	Superintendent/Principal
Dorotea Banek	Teacher Representative
Nina Buonomo	Teacher Representative
Laura Quinn	Teacher Representative
Nicole Criscione	Teacher Representative
Candice Fitzgerald	Teacher Representative
Katie Vetere	Teacher Representative
Molly Livio	Teacher Representative
John Viggiano	Teacher Representative
Laura Brutman	Teacher Representative

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 3 Nays: 0

17. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the 2018-2019 Professional Development Committee:

Michelle Gadaleta	Superintendent/Principal
Sara Christopher	Teacher Representative
Lauren Geleailen	Teacher Representative
Patricia Pakonis	Teacher Representative

Judi Reynolds Teacher Representative
Rosalie Takkel Teacher Representative
Kimberly Trafford Teacher Representative
Michelle Truchel Teacher Representative

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 3 Nays: 0

18. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the following substitutes for the 2018-2019 school year, at \$90/day, pending the criminal history and background check for new hires*:

Bess Abel * Teacher
Nancy Cannon Teacher
Farrah Carnahan Teacher
Eliza Chamesian * Teacher
Richard DeVivo Teacher
Karen Kopec Teacher
Lori Kwiatkowski Teacher
Lucille Lapone Teacher
Frazer O’Neill Teacher
Evelyn Peter Teacher
Suzanne Sayers * Teacher
Melissa Sweeney Teacher
Patricia Wahl Teacher
Mariam Whelan Teacher
Abby Whelan Teacher

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 3 Nays: 0

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

West Essex Football Club
Fields
Various dates from 9/1/18 – 11/18/18

EFFEE Fall Enrichment
Tuesdays - Thursdays
Schedule attached

EFFEE Monthly Meetings
Media Center, 7:00-9:30pm – 9/20/18, 10/4/18, 11/6/18, 12/6/18,
1/10/19, 2/7/19, 3/7/19, 4/11/19, 5/9/19

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 3 Nays: 0

20. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the General Music Curriculum K-6, revised 5/29/18.

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco
Ayes: 3 Nays: 0

21. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the first reading of the following bylaws/policies/regulations:

P&R 1613 Disclosure and Review of Applicant’s Employment History (New)
P 5512 Harassment, Intimidation, and Bullying (HIB) (M) (Revised)
R 5512 Harassment, Intimidation, and Bullying (HIB) (Abolished)
P&R 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (Revised)
P 8561 Procurement Procedures for School Nutrition Programs (M) (Revised)

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco
Ayes: 3 Nays: 0

22. **WHEREAS**, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Essex Fells Board of Education, herein after referred to as the “Educational Institution,” has resolved to apply for and/or renew its membership with NJSIG;

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

WHEREAS, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED, THAT:

This agreement is made by and between NJSIG and the Educational Institution;

The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2018, and ending July 1, 2021 at 12:01 a.m.;

In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;

The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable

statutes and/or regulations; NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;

By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;

The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;

The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management;

The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;

If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;

The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,

The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.

Moved by:	Dr. LoCascio	Seconded by:	Mrs. Tedesco
Ayes:	3	Nays:	0

VIII. Business Administrator's Report

- Mr. Lella updated the Board as to a potential workers compensation claim, as Mr. Galindo was stung by multiple bees while cleaning leaves off the roof.
- Mr. Lella informed the Board that he had no further bidders on the summer bathroom/classroom/kitchen project. The final contractor informed the architect that he did not have the proper certifications to work in a school district.
- Mr. Lella updated the Board as to the ongoing discussions of tuition reimbursement from the 2017-18 school year.
- The September 19th meeting will be canceled due to the school being closed for Yom Kippur. The October 3rd meeting will be actionable.

IX. Business Resolutions

RESOLVED that the Board of Education approves Business Resolutions #01-05.

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

Regular Meeting Minutes	5/16/18
Executive Meeting Minutes	5/16/18

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco
Ayes: 3 Nays: 0

2. **RESOLVED** that the Board of Education approves additional bills and claims for June in the total amount of \$108,122.68, for July in the total amount of \$158,192.99, and for August in the amount of **\$140,931.84** as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for June as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$354,144.18 including \$330,021.88 for the gross payroll, \$7,105.72 for the Board's share of FICA/Medicare and \$17,016.58 for the State's share of FICA/Medicare.

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for July as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$58,674.04 including \$54,541.31 for the gross payroll, \$2,478.71 for the Board's share of FICA/Medicare and \$1,654.02 for the State's share of FICA/Medicare.

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco
Ayes: 3 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 months of May;

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. LoCascio Seconded by: Mrs. Tedesco
Ayes: 3 Nays: 0

4. **RESOLVED** that the Board of Education approves the transfer of funds for the month of June & July as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 3

Nays: 0

5. RESOLVED that the Board of Education approves the tuition reimbursement for Michelle Gadaleta in the amount of \$6,058 for the 2017-18 school year per the terms of the Superintendent contract agreement.

TABLED

Moved by:

Seconded by:

Ayes: 0

Nays: 0

X. Meeting Open for Public Comment

- None

XI. Resolution to Enter Executive Session

The Board convened into Executive Session at 7:46 PM to discuss safety & security.

The items discussed in the Executive Session will be disclosed to the public when the need to maintain their confidentiality no longer exists.

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 3

Nays: 0

XII. Adjournment

The Regular Meeting of the Board of Education was adjourned at 8:01PM. The next **Workshop Meeting** of the Board of Education is scheduled for **Wednesday, September 6, 2018 at 7:30 P.M.** in the Superintendent’s Office. The next **Regular Meeting** scheduled for **Wednesday, September 19, 2018 at 7:30 P.M.** in the Media Center has been cancelled.

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 3

Nays: 0

Enrollment Count: 2018-2019

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Duarte	PS/AM	14	10	4
Mrs. Quinn/Ms. Duarte	PS/PM	14	7	7
Mrs. Gann	KG	12	5	7
Ms. Livio/Mrs. Takkel	KL/T	13	5	8
Mrs. Brutman/Mrs. Hromoko	1B/H	18	10	8
Ms. Mitchell	1M	18	9	9
Ms. Burger/Mrs. MacKenzie	2B/M	14	6	8
Mrs. Fitzgerald	2F	14	7	7
Ms. Kowalski /Mrs. Vetere	3K/V	20	11	9
Mrs. Massaro/Ms.	3M/W	20	9	11

Wieczorek				
Mrs. Banek/Ms. Geleailen	4B/G	19	10	9
Mrs. Hacker/Ms. Franzi	4H/F	20	11	9
Ms. Craveiro	5C	14	9	5
Mrs. Criscione/Mrs. Truchel	5C/T	15	11	4
Mrs. Buonomo	6B	13	5	8
Mrs. Christopher/Ms. Myers	6C/M	12	4	8
TOTAL		250	129	121
Out-of-District		2*		
FINAL TOTALS		252		

*Total includes 2 out-of-district students

Fire Drills: 2018-2019

Month	Fire Drill	Emergency Drill
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	9/19/18								
TOTAL # of Reported Incidents									
Number of Unfounded Incidents									
Number of Founded Incidents									
Violence & Vandalism Incidents									

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 Student Learning 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.