

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a public session March 23, 2011 in the Media Center of the Essex Fells School. The meeting was called to order by Board President Michele Nitti at 7:34 p.m. Dr. Nitti 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 February 9, 2011. 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 – 7:34 p.m.

II. Roll Call

Mrs. Alison Cirenza – present
Mrs. Birgit Criqui – absent
Mr. Peter Hutchinson – present
Mr. Steven LoCascio, Vice- President – present
Dr. Michele Nitti, President – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal, Mr. Michael Davison, Business Administrator/Board Secretary, four teachers, and three members of the public.

III. Flag Salute

The President led the salute to the flag.

IV. Public Comment

No comment.

V. President's Report

Dr. Nitti introduced the presentation of the proposed 2011-2012 budget by the Superintendent and the Business Administrator. The presentation of the proposed budget commenced. The Superintendent discussed the budget plan's instructional components. The Business Administrator presented an overview of the revenues, expenditures and tax impact on the tax levy. The meeting was then opened to the public for comment on the proposed budget.

A member of the public inquired if the Board had considered allocating some of the funds from the prior year's excess surplus to the boiler project. The Business Administrator responded that all options were considered when appropriating the prior year's excess surplus.

With no additional comments from the public, the Board President declared the public hearing on the proposed 2011-2012 budget closed.

VI. Superintendent's Report

The Superintendent reported on the following:

The Essex Fells Board of Education has made a 1-year commitment to pilot a K-12 Curriculum Director shared with West Essex, North Caldwell, Fairfield, and Roseland. The first year will come at no cost to the district and will enable the district to determine whether the coordination of programs between the districts is a benefit to the students and school community of Essex Fells. The position will be further considered for the future at the conclusion of the next school year.

The K-2 Consortium teachers have met here at Essex Fells to align our Math Curriculum at those grade levels with the 2009 Common Core Standards. Further alignment in other grade and subject areas will occur on a cycle basis until all curriculum have been updated and aligned.

6th Grade MAP testing will occur March 24, 2011 at West Essex Middle School. In addition to further placement data for 7th grade at WEMS, the scores will be used to determine what progress all students have made from the first pilot test they took this winter in preparation for the New Jersey State Testing.

The 4th – 6th Grade Science Fair will take place on Friday, March 25th. Parents and visitors are encouraged to come and observe the projects, experiments and presentations during the hours of 1:00 p.m. – 2:45 p.m. All younger students will have an opportunity to view the projects with their classes.

Report Cards will be distributed on Friday, March 25, 2011.

Bus Evacuation Drills will be conducted on Monday, March 28th to prepare students for any emergencies that may occur when traveling on a bus for field trips.

Our 4th – 6th Grade Orchestra, Band, and Chorus members will be attending an All Elementary Concert at West Essex with all the other sending districts on Thursday, March 31st. The students will rehearse together during the morning and put on a performance at 1 p.m. Parents and visitors are welcome to attend.

The 5th and 6th Grade Dance will be held on Thursday, March 31st from 6:30-8:00 p.m. in the gym. The event is hosted by the Student Council and will include a DJ, refreshments, and photo memory.

The School Musical will be performed on Friday, April 1st at 7 p.m. and Saturday, April 2nd at 2 p.m. in the gym. This event is sponsored by the Foundation and will be a production of *The Wizard of Oz*.

VII. Superintendent's Resolutions

1. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following field trip requests:

3/24/11 Grade 6 to WEJHS – MAP Testing

NOTES: Date change from February 16, 2011 BOE approval of 3/21/11 field trip

Moved by: Dr. LoCascio
Ayes: 4

Seconded by: Mrs. Cirenza
Nays: 0

2. **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 9250 for Professional Development:

Staff Member: Catherine Codella
Event: Bullying & Bias, Best Practices in Prevention, Intervention & Response
Location: Passaic County Public Safety Academy, Wayne, NJ
Date: 4/5/11
Cost: \$149.00

Staff Member: Michael Davison
Event: Audit and CAFR Preparation
Location: Hilton Garden, Rockaway, NJ
Date: 6/29/11
Cost: \$100.00 plus \$11.47 mileage per OMB rate

Moved by: Dr. LoCascio
Ayes: 4

Seconded by: Mrs. Cirenza
Nays: 0

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Maternity/Disability Leave of Absence for Jeanine Whitman to begin April 4, 2011 through June 24, 2011, using 53 school days, which includes 23 sick days and 30 days unpaid leave of absence, to be allotted as follows:

April 4 – May 12 = 23 sick days
 May 13 – June 24 = 30 days unpaid leave of absence

NOTES: Letter attachment

Moved by: Dr. LoCascio
 Ayes: 4

Seconded by: Mrs. Cirenza
 Nays: 0

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Judi Reynolds to the position of Assistant to the Administrator – Maternity Replacement, effective April – June 2011, at a pro-rated stipend amount of \$600.00.

NOTES: Letter/resume attachment

Moved by: Dr. LoCascio
 Ayes: 4

Seconded by: Mrs. Cirenza
 Nays: 0

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Maternity/Disability Leave of Absence for Theresa Knipe be extended to include the 2011-2012 school year, returning in September of 2012 for the 2012-2013 school year.

NOTES: Letter attachment

Moved by: Dr. LoCascio
 Ayes: 4

Seconded by: Mrs. Cirenza
 Nays: 0

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the development of a School Safety Team, comprised of the following members, in accordance with new harassment, intimidation and bullying laws:

Michelle Gadaleta, District Coordinator
 Catherine Codella, Specialist
 Linda Costello
 Gail Ellowitch
 Lauren Guarracino
 Katie McLain
 Deborah Raimo
 Jeanine Whitman
 Emily Ziccardi

Moved by: Dr. LoCascio
 Ayes: 4

Seconded by: Mrs. Cirenza
 Nays: 0

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following substitute teachers for the 2010-2011 school year, at \$70/day, pending the usual criminal history and background check:

Valerie T. Almquist
Brenda Ortiz Bogdan
Kimberly Nicolette

NOTES: Letter/resume attachment

Moved by: Dr. LoCascio
Ayes: 4

Seconded by: Mrs. Cirezza
Nays: 0

8. **RESOLVED** that the Board of Education accepts with gratitude, as recommended by the Superintendent, the generous gifts from the Marsh Family of a Grocery/Lemonade Stand, a Deluxe Kitchen Play Center, and K'Nex Educational Materials.

Moved by: Dr. LoCascio
Ayes: 4

Seconded by: Mrs. Cirezza
Nays: 0

9. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the renewal of agreements with the Essex County Educational Services Commission for the 2011-12 school year for the following services, as needed, and at the rates indicated:

Social Assessment	\$300
Educational Evaluation	\$300
Psychological Evaluation	\$300-\$310
Speech Evaluations	\$300
Bilingual Evaluations	\$400

NOTES: Contract attachment

Moved by: Dr. LoCascio
Ayes: 4

Seconded by: Mrs. Cirezza
Nays: 0

10. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the local Professional Development Committee's updates of the Essex Fells School Professional Development Plan for 2011-12 to be submitted to the Essex County Office of Education, by the April 15, 2011 deadline.

Moved by: Dr. LoCascio
Ayes: 4

Seconded by: Mrs. Cirezza
Nays: 0

VIII. Business Administrator's Report

The Business Administrator reported on the following:

The district is applying for the NJSBAIG Safety Grant for the 2011-2012 school year. The Business Administrator met with the Superintendent and discussed some safety and security needs of the district. The Safety Grant funds will be spent on some of the following: Staff ID system, a hand rail for transition from the parking lot to the field level stairs, additional mulch for the playground, and replacement AED pads.

Lime Energy will be here on April 6, 2011 – Workshop Meeting – to give a presentation on their company, the boiler project they would recommend for our district, and the nuances of the NJ Direct Install Program.

IX. Business Resolutions

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

Workshop Meeting Minutes	February 9, 2011
Executive Session Minutes	February 9, 2011
Regular Session Minutes	February 16, 2011
Executive Session Minutes	February 16, 2011

Moved by: Mr. Hutchinson
Ayes: 4

Seconded by: Dr. LoCascio
Nays: 0

2. **RESOLVED** that the Board of Education approves the bills and claims for March 23, 2011 in the total amount of \$167,347.29 as certified by the Business Administrator/Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for February 2011 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$264,049.70 including \$248,346.31 for the gross payroll, \$2,425.23 for the Board's share of FICA/Medicare and \$16,278.16 for the State's share of FICA/Medicare.

Moved by: Mr. Hutchinson
Ayes: 4

Seconded by: Dr. LoCascio
Nays: 0

3. **RESOLVED** that the Board of Education approves the transfer of funds for the months of January and February 2011 as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by: Mr. Hutchinson
Ayes: 4

Seconded by: Dr. LoCascio
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 2011; 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 month be accepted and shall become a part of the official minutes of this meeting.

Moved by: Mr. Hutchinson
Ayes: 4

Seconded by: Dr. LoCascio
Nays: 0

5. **RESOLVED**, that the Essex Fells Board of Education hereby approves the submission of grant application for the 2011 Safety Grant Program through the New Jersey School Boards Association 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, 2011 through June 30, 2012.

Moved by: Mr. Hutchinson
Ayes: 4

Seconded by: Dr. LoCascio
Nays: 0

6. **RESOLVED** that the Board of Education, after conducting a public hearing, adopts a school district budget for the FY 2011-2012 School Year for submission to the voters as follows:

	Budget	Local Tax Levy
General Fund	\$ 4,224,880.00	\$ 3,923,541.00
Special Revenue	\$ 53,750.00	\$
Debt Service Fund	\$ 246,730.00	\$ 246,730.00
Total Budget	\$ 4,525,360.00	\$; and

BE IT FURTHER RESOLVED that the following question be placed on the ballot at the April 27, 2011 annual school election:

“**RESOLVED** that there should be raised for General Funds \$3,923,541.00 for the ensuing school year (2011-2012)” and

BE IT FURTHER RESOLVED that the Board approve an amount not to exceed \$13,000 for travel during the 2011-12 school year.

Moved by: Mr. Hutchinson
Ayes: 4

Seconded by: Dr. LoCascio
Nays: 0

X. Old Business / Board Discussion

The Business Administrator reported that the district received correspondence from the district's attorney that will be sent to the district's insurance carrier for potential reimbursement for the restitution funds the district is receiving from the former Superintendent.

XI. New Business / Board Discussion

The Superintendent informed the Board that she received a letter notifying the district that a community member intends to complete a construction project on their property which is adjacent to the school.

The Superintendent reported that she was notified on March 16, 2011 that the Borough would give the remaining proceeds from the Borough's 2011 Block Grant to the school for energy related projects.

XII. Meeting Open for Public Comment

A member of the public updated the Board on the status of the recycling bins that will be placed on the district's property for the Borough's Recreational Department's use.

XIII. Adjournment

BE IT RESOLVED that this public meeting of the Board of Education be adjourned at 8:19 p.m. The next **Workshop meeting** of the Board of Education will be **Wednesday, April 6, 2011 at 7:30 p.m.** in the Superintendent's Office, and the next **Regular meeting** of the Board of Education will be **Wednesday, April 20, 2011 at 7:30 p.m.** in the Media Center.

Moved by: Mrs. Cirenza
Ayes: 4

Seconded by: Dr. LoCascio
Nays: 0

Student Enrollment as of 2/16/11:

Teacher	Section	Total	M	F
Mrs. Gann/Mrs. Costello	PS	11	5	6
Mrs. Emma/Mrs. Heaney	KE/H	15	4	11
Mrs. McMahon	KM	15	4	11
Mrs. Massaro/ Ms. Almeida	1M/A	12	6	6
Ms. Mitchell	1M	13	6	7
Mrs. Barshay	2B	20	7	13
Mrs. Brutman/Mrs. Hromoko	2B/H	20	8	12
Mrs. Haberman	3H	13	7	6
Ms. Kerrigan/Ms. Ziccardi	3K/Z	13	6	7
Mrs. Hacker	4H	15	9	6
Mrs. Reynolds/Mrs. Short	4R/S	15	8	7
Mrs. Banek/Ms. McLain	5B/M	17	9	8
Ms. Craveiro	5C	17	5	12
Mr. Brohm	6B	23	10	13
Mrs. Buonomo/Mrs. Whitman	6B/W	24	12	12
TOTALS		243	106	137

2010-2011 Fire Drills:

Month	Fire Drill	Emergency Drill
September	9/16/10	
	9/28/10	
October	10/11/10	
	10/22/10	
November	11/12/10	Lockdown 11/17/10
December	12/13/10	Shelter in Place 12/20/10
January	1/21/11	Lockdown 1/31/11
February	2/14/11	Shelter in Place 2/18/11
March	3/11/11	

Respectfully submitted,

Michael Davison
Business Administrator/Board Secretary