

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a public session on August 17, 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 May 4, 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. Carol D'Alessandro – present
 Mr. Peter Hutchinson – present
 Dr. Steven LoCascio, Vice- President – present
 Dr. Michele Nitti, President – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal, and Mr. Michael Davison, Business Administrator/Board Secretary.

III. Flag Salute

The President led the salute to the flag.

IV. Public Comment

No public comment.

V. President's Report

The Board President reported that the draft of the updated policy manual will be posted on the district website for public review.

VI. Superintendent's Report

The Superintendent reported that she received a resignation from one of the paraprofessionals. The Superintendent will interview potential replacements and bring a recommendation to the Board during the September Workshop meeting.

The Superintendent reported that the PTA sponsored landscape project has commenced. The project includes planting trees, changing the plantings in the flower beds, adding mulch to the grounds, a clean up by the bleachers, and the removal of 4 trees.

The Superintendent discussed with the Board the adoption process for the district's policy manual.

VII. Superintendent's Resolutions

- 1. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the list of possible field trips for the 2011-2012 school year.

NOTE: See Attachment A

Moved by: Mr. Hutchinson
 Ayes: 5

Seconded by: Dr. LoCascio
 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: Monica Craveiro
 Event: Using Your SMART Board to Support Achievement of Common Core Learning Standards for Math
 Location: Kean University, Union, NJ
 Dates: 8/10/11
 Cost: \$49.00

Staff Members: Candice Belmont, Sara Dalton, Alex Langbein, Katie McLain, Laura Quinn, Emily Ziccardi
 Event: "The Effective Teacher" Workshop
 Location: Bloomfield High School, Bloomfield, NJ
 Dates: 8/26/11
 Cost: \$99.00 per person

Staff Members: Sonja Oftedal, Laura Short
 Event: Technology to Support Struggling Readers Workshop
 Location: Bergen County ETTC
 Dates: 10/12/11
 Cost: \$75.00 per person

Staff Members: Katie McLain, Sonja Oftedal
 Event: Software to Support the Writing Process Workshop
 Location: Bergen County ETTC
 Dates: 10/20/11
 Cost: \$60.00 per person

Staff Members: Katie McLain, Jeanine Whitman, Emily Ziccardi
 Event: Advanced Word Study (WRS Steps 7-12) and WRS Steps 7-12 Practicum Training
 Location: In School
 Dates: September 2011 – June 2012
 Cost: \$325.00 per person/per training; total of \$650 per person

Moved by: Mr. Hutchinson
 Ayes: 5

Seconded by: Dr. LoCascio
 Nays: 0

- 3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following substitutes for the 2011-2012 school year, at \$70/day, pending the usual criminal history and background check:

Valerie Almquist	Teacher
Joann Barker	Nurse (\$109/day)
Brenda Bogdan	Teacher
Theresa Caffarra	Teacher
Loretta Castrivinci	Teacher
Jocelyn Eckstein-Friedman	Teacher
Tracey Gardner*	Teacher
Donna Hennessey	Teacher
Karen Kopec	Teacher
Olivia Minervino	Teacher
Frazer O'Neill	Teacher
Patricia Pakonis*	Teacher
Evelyn Peter	Teacher
Anita Stabile*	Teacher
Kathleen Still	Teacher
Jacquelyn Sweigart	Teacher
Patricia Wahl	Teacher

NOTE: * Resumes attached

Moved by: Mr. Hutchinson
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following teacher to move on the guide as of September 1, 2011:

Judi Reynolds MA to MA+30 Step 13

Moved by: Mr. Hutchinson
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Mrs. Judi Reynolds to the positions of K-3 Assistant to the Administrator, I&RS/504 Coordinator, and Assistant Test Coordinator effective September 1, 2011 - June 30, 2012 at an annual stipend amount of \$2,000.00.

NOTE: Letter attached

Moved by: Mr. Hutchinson
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Mrs. Jeanine Whitman to the positions of 4-6 Assistant to the Administrator, I&RS/504 Coordinator, and Assistant Test Coordinator effective September 1, 2011 - June 30, 2012 at an annual stipend amount of \$2,000.00.

NOTE: Letter attached

Moved by: Mr. Hutchinson
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following stipend positions for the 2011-2012 school year at the contractual rate:

Jackie Castellano	Technology Coordinator
Deana Hromoko	Student Council
Emily Ziccardi	Student Council
Dorotea Banek	Camp Mason
Nina Buonomo	Camp Mason
Caitlin Candio Sekel	Camp Mason
Sara Dalton	Camp Mason
Gail Ellowitch	Camp Mason
Officer Scott Jones	Camp Mason
John Trogani	Camp Mason
John Viggiano	Camp Mason
Jeanine Whitman	Camp Mason

Emily Ziccardi

Camp Mason

Moved by: Mr. Hutchinson
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, that the hours for technology input of our new programs by Jackie Castellano and Jeanne Jeffries be extended to 10 more each during the summer 2011 at \$40/hour.

Moved by: Mr. Hutchinson
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

9. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, an amendment to the appointment of Candice Belmont, maternity replacement teacher, for the 2011-2012 school year, at a BA Step 1 salary, not to include health benefits.

Moved by: Mr. Hutchinson
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

10. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the amended payment for perfect attendance, as stipulated in the collective bargaining agreement with the EFTA, and to support personnel in accordance with district policy, to Lucy Sulisty in the amount of \$250.00.

Moved by: Mr. Hutchinson
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

11. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, that Joe Cioffi, Physical Education Teacher from North Arlington, NJ, observes the PE classes of John Viggiano on October 17, 2011, as part of their district's professional development.

Moved by: Mr. Hutchinson
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

12. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Use of Facilities Request by the Essex Fells Recreation Department from September to November 2011 for an after school and weekend soccer program.

Moved by: Mr. Hutchinson
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

VIII. Business Administrator's Report

The Business Administrator reported on the status of the districts fire alarms. He addressed how the school is addressing the problem and possible remedies. The Board requested that the Business Administrator contact certain town officials to keep everyone informed as to how the School is proceeding.

The Business Administrator also reported that the business items are routine in nature. There is one bills list which represents the teacher's tuition reimbursement. The other June bills list serves to close the purchase orders from the 2010- 2011 school year. The July and August bills lists serve to pay the bills from the respective months.

IX. Business Resolutions

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

Workshop Minutes	6/1/11
Executive Session Minutes	6/1/11
Special Session Minutes	6/13/11
Executive Session Minutes	6/13/11
Regular Minutes	6/15/11
Special Meeting	7/21/11

Moved by: Dr. LoCascio Seconded by: Mrs. Cirenza
Ayes: 5 Nays: 0

2. **RESOLVED** that the Board of Education approves the bills and claims for June 24, 2011 in the total amount of \$14,999.99 as certified by the Business Administrator/Board Secretary; and

BE IT FURTHER RESOLVED that the Board of Education approves the bills and claims for June 30, 2011 in the total amount of \$71,423.20 as certified by the Business Administrator/Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for June 2011 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$303,839.76 including \$282,308.71 for the gross payroll, \$5,031.51 for the Board's share of FICA/Medicare and \$16,499.54 for the State's share of FICA/Medicare.

Moved by: Dr. LoCascio Seconded by: Mrs. Cirenza
Ayes: 5 Nays: 0

3. **RESOLVED** that the Board of Education approves the bills and claims for July 25, 2011 in the total amount of \$312,156.02 as certified by the Business Administrator/Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for July 2011 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$47,413.61 including \$44,064.37 for the gross payroll, \$2,013.10 for the Board's share of FICA/Medicare and \$1,336.14 for the State's share of FICA/Medicare.

Moved by: Dr. LoCascio Seconded by: Mrs. Cirenza
Ayes: 5 Nays: 0

4. **RESOLVED** that the Board of Education approves the transfer of funds for the month of June 2011 as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by: Dr. LoCascio Seconded by: Mrs. Cirenza
Ayes: 5 Nays: 0

5. **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 and June 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 months be accepted and shall become a part of the official minutes of this meeting.

Moved by: Dr. LoCascio
Ayes: 5

Seconded by: Mrs. Cirenza
Nays: 0

6. **RESOLVED**, that the Board of Education approves the bills and claims for August 17, 2011 in the total amount of \$72,058.56 as certified by the Business Administrator/Board Secretary.

Moved by: Dr. LoCascio
Ayes: 5

Seconded by: Mrs. Cirenza
Nays: 0

X. **Old Business / Board Discussion**

The Board discussed the 6th grade class party and who could attend as some fundraising occurs on school grounds.

XI. **New Business / Board Discussion**

No New Business.

XII. **Meeting Open for Public Comment**

No public comment.

XIII. **Adjournment**

The public meeting of the Board of Education was adjourned at 8:40 P.M. The next **Workshop meeting** of the Board of Education will be **Wednesday, September 7, 2011 at 7:30 P.M.** in the Superintendent's Office, and the next **Regular meeting** of the Board of Education will be **Wednesday, September 21, 2011 at 7:30 P.M.** in the Media Center.

Moved by: Mrs. Cirenza
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

Student Enrollment: 2011-2012

Teacher	Section	Total	M	F
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Mrs. Gann/Ms. Almeida-AM	PS	6	3	3
Mrs. Emma	KE	12	5	7
Ms. McMahon/Ms. Almeida-PM	KM/A	11/13*	5/6*	6/7*
Mrs. Massaro	1LM	14	5	9
Ms. Mitchell	1KM	13	3	10
Ms. Belmont	2B	13	7	6
Mrs. Brutman/Mrs. Short	2B/S	12	6	6
Mrs. Haberman	3H	18	6	12
Mrs. Reynolds/Mrs. Hromoko	3R/H	19	7	12
Mrs. Barshay(Mrs. Quinn)/Ms. Ziccardi	4B/Z	13	7	6
Mrs. Hacker	4H	13	8	5
Mrs. Banek	5B	14	8	6
Ms. Craveiro/Ms. McLain	5C/M	14	8	6
Mrs. Buonomo	6B	15	6	9
Ms. Dalton/Mrs. Whitman	6D/W	14	6	8
TOTALS		201	90	111

*PM only

Fire Drills: 2011-2012

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

Respectfully submitted,

Michael Davison
 Business Administrator/Board Secretary