

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a public session on May 4, 2011 in the Essex Fells School Media Center. The meeting was called to order by Board Secretary Michael Davison at 7:30 p.m. Mr. Davison 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 as of April 7, 2011. Agendas were mailed to the Clerk of the Borough of Essex Fells, the Progress and the Star Ledger."

**I. Call to Order** – Board Secretary

**II. Flag Salute**

The Board Secretary led the salute to the flag.

Following the flag salute, Dr. Nitti recognized the presence of Birgit Criqui, outgoing member of the Board, and offered public recognition and the thanks for her service to the community and the children of Essex Fells.

**III. Election Report**

The Board Secretary read the following report of the Annual School Election.

The Annual School Election was conducted on Wednesday, April 27, 2011 between the hours of 2:00 p.m. and 9:00 p.m.

The results of the election, as reported and certified by the Essex County Clerk, are as follows:

Question # 1 – 2011-2012 Budget	Yes = <u>88</u>	
	No = <u>63</u>	
Members of the Board of Education	Carol D’Alessandro	<u>111</u>
Total Votes Cast	<u>151</u>	( <u>145</u> at polls, <u>5</u> mail ballots, <u>1</u> provisional ballot)

**IV. Organization of the Board of Education**

**A. Oath of Office:** The Board Secretary administered the Oath of Office to new Board member Mrs. Carol D’Alessandro.

**B. Roll Call:**  
Mrs. Alison Cirenza - present  
Mrs. Carol D’Alessandro - present  
Mr. Peter Hutchinson - present  
Dr. Steven LoCascio - present  
Dr. Michelle Nitti – present

Also present: Michelle V. Gadaleta, Superintendent of Schools, Michael Davison, Business Administrator/Board Secretary, 5 members of the public and 1 teacher.

**C. Election of President**

Dr. LoCascio nominated Dr. Michele Nitti to serve as President for the 2011-12 school year. Hearing no other nominations, the Board, by unanimous voice vote, elected Dr. Michele Nitti as President of the Board.

**D. Election of Vice President**

Mrs. Alison Cirenza nominated Dr. Steven LoCascio to serve as Vice-President for the 2011-12 school year.

Hearing no other nominations, the Board, by unanimous voice vote, elected Dr. Steven LoCascio as Vice-President of the Board.

Dr. Nitti assumed the chair for the balance of the meeting.

**V. Board Comments**

The Board President spoke briefly thanking Mrs. Gadaleta for her hard work over the past school year. She additionally thanked Mr. Davison for his work over the past year. The Board President welcomed Mrs. Carol D'Alessandro to the Board.

**V. Public Comment on Agenda Items Only**

No comment.

**VI. Reorganization Action Items**

**1. RESOLVED** that the Board of Education adopts the New Jersey School Board Member Code of Ethics.

**NOTES:** Attachment A

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

**2. RESOLVED** that the following be continued as approved depositories and signatories for funds of the Essex Fells Board of Education.

General Fund: TD North # 3451155621	President or Vice-President Board Secretary Treasurer
--	---

State of New Jersey Cash Management Fund (Investments): # 117-72931-171	Business Administrator/ Board Secretary
---	--

Salary / Payroll Account: TD North # 3451155664	Treasurer
--	-----------

Agency Account: TD North # 3451155648	Business Administrator/ Board Secretary Treasurer
--	---

Unemployment Trust Fund: TD North # 3451155389 Treasurer	Business Administrator/ Board Secretary
--	--

Student Activities Fund: TD North # 3451155656	Business Administrator/ Board Secretary Superintendent/Principal
---	--

6th Grade Monies Trust Fund: TD North # 4255490735	Business Administrator/ Board Secretary Superintendent/Principal
---	--

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

3. **RESOLVED** that The Progress be designated as the official newspaper of the Essex Fells Board of Education of the Township of Essex Fells, and The Star Ledger be designated as the second newspaper for the publication of official notices and notification of meetings.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

4. **RESOLVED** that the Board of Education approves the following dates for its public meetings in the ensuing year:

Wednesday	May 18, 2011	Regular Monthly Business Meeting
Wednesday	June 15, 2011	Regular Monthly Business Meeting
Wednesday	August 17, 2011	Regular Monthly Business Meeting
Wednesday	September 21, 2011	Regular Monthly Business Meeting
Wednesday	October 19, 2011	Regular Monthly Business Meeting
Wednesday	November 16, 2011	Regular Monthly Business Meeting
Wednesday	December 21, 2011	Regular Monthly Business Meeting
Wednesday	January 18, 2012	Regular Monthly Business Meeting
Wednesday	February 15, 2012	Regular Monthly Business Meeting
Wednesday	March 21, 2012	Regular Monthly Business Meeting
Wednesday	April 18, 2012	Regular Monthly Business Meeting

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

5. **RESOLVED** that the Board of Education approves the following dates for its workshop meetings in the ensuing year:

Wednesday	June 1, 2011	Workshop Meeting
Wednesday	August 3, 2011	Workshop Meeting
Wednesday	September 7, 2011	Workshop Meeting
Wednesday	October 5, 2011	Workshop Meeting
Wednesday	November 2, 2011	Workshop Meeting
Wednesday	December 7, 2011	Workshop Meeting
Wednesday	January 4, 2012	Workshop Meeting
Wednesday	February 1, 2012	Workshop Meeting
Wednesday	March 7, 2012	Workshop Meeting
Wednesday	April 4, 2012	Workshop Meeting

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

6. **RESOLVED** that all Policies & By-Laws and the Administrative Regulations of the Board of Education of the Borough of Essex Fells now in effect shall be continued until such time as they are amended, revised, or rescinded.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

7. **RESOLVED** that the Board of Education approves the existing curriculum for the 2011-2012 school year.

**NOTES:** See Attachment B

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

8. **RESOLVED** that the Board of Education approves the existing textbooks, workbooks and software for the 2011-2012 school year.

**NOTES:** See Attachment C

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

9. **RESOLVED** that the amount of district taxes needed to meet the obligations of this Board of Education for the school year commencing July 1, 2011 through June 30, 2012 is \$3,923,541 and the Borough of Essex Fells is hereby requested to place in the hands of the Custodian of School Monies that amount in 12 monthly installments of \$326,961.75 to be paid on or before the tenth (10<sup>th</sup>) of each month; and

**BE IT FURTHER RESOLVED** that the amount of district taxes needed to meet the debt service obligations of this Board of Education is \$246,730.00 and the Borough of Essex Fells is hereby requested to place in the hands of the Custodian of School Monies that amount in four payments:

July 10, 2011	\$236,087.50
December 10, 2011	\$ 10,642.50

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

10. **RESOLVED**, that the Board appoints Michael Davison, as the purchasing agent for the Essex Fells School District for the 2011-2012 school year in accordance with N.J.S.A.18:18A-2b as revised, and assigned the authority, responsibility, accountability for purchasing on behalf of the Board, and having the power to prepare advertisements, advertise for and receive bids, and to award contracts pursuant to N.J.S.A.18A:18A-3a(Bid Threshold) at a bid threshold up to \$17,500, 18A:18A-37a-c (quotations), and 18A:18A-7 (Emergency Purchases), and prepare and issue all purchase orders in accordance with N.J.S.A.18A:18A et. seq. and applicable Board policies and regulations.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

11. **Appointment of Board Attorney was pulled for further consideration.**

12. **RESOLVED** that Samuel Klein and Company be appointed to perform of the 2010-2011 audit in the amount of \$9,750.00 and be the auditor of record for the 2011-2012 school year.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

13. **RESOLVED** that the Brown & Brown Insurance be appointed as the broker of record for Worker's Compensation insurance and the Property & Casualty insurance for the 2011-2012 school year.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

14. **RESOLVED** that Brown & Brown Benefits Advisors be appointed as the broker of record for the Health & Dental benefits programs for the 2011-2012 school year.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

15. **RESOLVED** that the Board of Education suspend Policy # 9130 establishing a committee system and operate as a Committee of Whole; and

**BE IT FURTHER RESOLVED** that Mrs. Alison Cirenza be appointed as legislative chairperson/liaison; and

**BE IT FURTHER RESOLVED** that Mrs. Alison Cirenza be appointed as delegate to the Essex County School Boards Association for one year, and Mrs. Alison Cirenza be appointed as delegate to the New Jersey School Boards Association.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nayes: 0

16. **Appointment of school medical inspector was pulled for further consideration.**

17. **RESOLVED** that the Board of Education appoint Richard Mondelli, Essex Fells Borough Chief Financial Officer, as the Essex Fells Board of Education Treasurer of School Monies at an annual salary of \$2,500 for the 2011– 012 school year.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nayes: 0

18. **RESOLVED** that the Board of Education designate the Chief School Administrator to approve line item transfers as are necessary between meetings of the Board effective May 4, 2011 to the Reorganization Meeting in 2012. Such transfers shall be reported to the Board, ratified and recorded in the Minutes at a subsequent meeting of the Board in accordance with Policy and Code.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nayes: 0

19. **RESOLVED** that the Board of Education approves the 2011-2012 Petty Cash fund in the amount of \$300.00, to be administered by the Business Administrator/Board Secretary.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nayes: 0

20. **RESOLVED** that the Board of Education approves the appointment of Mr. Adi Sulisty, Facility Supervisor, as Integrated Pest Management Coordinator, Coordinator for Right-To-Know, AHERA and other health & safety and environmental programs mandated by the State of New Jersey.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nayes: 0

21. **RESOLVED** that the Board of Education recognizes the Essex Fells Foundation for Educational Excellence and the Essex Fells PTA as official parent support organizations in accordance with Policy #1230; and

**BE IT FURTHER RESOLVED** that the activities/functions scheduled by these organizations will be brought to the attention of the Board.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nayes: 0

22. **RESOLVED** that the Board of Education appoints Michelle V. Gadaleta as the 504 Officer for the 2011-2012 school year.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

23. **RESOLVED** that the Board of Education appoints the Business Administrator Board Secretary as the district Affirmative Action Officer, Public Compliance Officer, and Custodian of Records for the 2011-2012 school year.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

24. **RESOLVED** that the Board of Education reaffirms its policies on Affirmative Action, Equal Educational Opportunity, and Recruitment, Selection and Hiring.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

25. **RESOLVED** that the Board of Education approve the renewal of an agreement with the Asbury Park Board of Education – Information Technology Center of Asbury Park, New Jersey, for the continuation of software services for Budgetary/Accounting System and Payroll/Personnel System and Processing, including ID numbers and Computer Ports for the 2011-2012 school year at a fee of \$6,636.00.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

26. **WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to enter into Cooperative Pricing Agreements; and

**WHEREAS**, the Educational Services Commission of Morris County, hereinafter referred to as the “Lead Agency,” has offered voluntary participation in a Cooperative Pricing System known as the “Educational Cooperative Pricing System” for the purchase of work, materials and supplies; and

**WHEREAS**, the Essex Fells School District within the County of Essex, New Jersey, desires to participate in the Educational Cooperative Pricing System;

**NOW, THEREFORE, BE IT RESOLVED**, by the Essex Fells Board of Education as follows:  
AUTHORITY

As directed by N.J.S.A. 18A:18A-11 et seq. and pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Board President is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

#### CONTRACTING UNIT

The Lead Agency shall advertise for and receive bids from vendors who will make school supplies, equipment and other related goods and services available to participating members of the said Cooperative Pricing System at the agreed upon price; and

The Lead Agency entering into contracts on behalf of the Essex Fells Board of Education shall be responsible for complying with the 54 provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

#### EFFECTIVE DATE

This resolution shall take effect July 1, 2011; and

**BE IT FURTHER RESOLVED**, that the Board of Education approve payment of a \$500.00 annual fee for participation in the Cooperative Purchasing System, and an additional fee of \$250.00 to Educational Data Services, Inc. for participation in the Cooperative Purchasing System for various Time and Materials bids awarded in accordance with statute.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

27. **WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the Middlesex Regional Educational Services Commission, hereinafter referred to as the "Lead Agency," has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

**WHEREAS**, on May 4, 2011, the governing body of the Essex Fells Board of Education, County of Essex, State of New Jersey, duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

**NOW, THEREFORE BE IT RESOLVED** as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Essex Fells Board of Education.

AUTHORITY

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Board President is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

28. **RESOLVED** that the Board of Education approves the renewal of an agreement with New Wave Consultants, Inc. of Lincoln Park, New Jersey to provide mandatory environmental safety services under PEOSHA for the 2011-2012 school year, at an annual fee of \$1,250.00, services to include training, inspections and plan review update for Right To Know, Bloodborne Pathogens, Indoor Air Quality, AHERA and Integrated Pest Management.

Moved by: Dr. LoCascio  
Ayes: 5

Seconded by: Mr. Hutchinson  
Nays: 0

**VIII. Curriculum & Instruction**

The Superintendent reviewed and discussed the following Curriculum & Instruction items with the members of the Board.

- K-12 Curriculum Supervisor
- Science Alignment with 2009 Common Core Standards
- NJ ASK testing

**IX. Finance**

No report

**X. Buildings & Grounds**

The Business Administrator reviewed and discussed the following Buildings and Grounds items with the members of the Board.

- Gutter Repairs
- Boiler Update

**XI. Policy**

The Superintendent reviewed and discussed the following Policy items with the members of the Board.

- Strauss Esmay Policies – 5000 series.

**XII. Personnel (Public Items only)**

The Superintendent reviewed and discussed the following Personnel item with the members of the Board.

- ESY and 2010-2011 positions will be posted this week

**XIII. Old Business / Board Discussion**

The Business Administrator reported that the request for proposals for legal services has been sent to the firms listed below.

- Fogarty & Hara, ESQS.
- Schenck, Price, Smith & King, LLP
- Porzio Bromberg & Newman P.C.

**XIV. New Business / Board Discussion**

- The Board discussed correspondence the Superintendent received regarding the Board being an example and not using water bottles at meetings.
- The Board discussed the upcoming trip to New York City and some safety and security issues. The consensus of the Board was to move forward with the trip and let individual parents decide if they do not want their child to attend.

**XV. Public Comment**

A member of the public spoke about the “think before you twist” initiative.

Another member of the public commented that during the last rain storm the gutters in the lower building were overflowing with water.

A member of the public inquired whether the borough would send a police officer with the students on the trip to New York City for additional security.



**XVI. Adjournment**

**RESOLVED** that this reorganizational/workshop meeting of the Board of Education be adjourned at 8:42 p.m.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

Respectfully submitted,

Michael Davison  
Business Administrator/  
Board Secretary