

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a public session on October 16, 2013, in the Gymnasium 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 2, 2013. 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. Alison Cirenza, Vice-President ó present
 Mrs. Carol D'Alessandro ó present
 Mr. Peter Hutchinson ó present
 Dr. Steven LoCascio, President ó present
 Dr. Michele Nitti ó present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; Mr. Steven J. Lella, Business Administrator/Board Secretary; two staff members; and approximately 96 members of the public.

III. Flag Salute

The President led the salute to the flag.

IV. Public Comment

No comment.

V. President's Report

VI. Superintendent's Report

- Mrs. Gadaleta recognized and presented to the public the NJASK 300 perfect score students.
- Mrs. Gadaleta provided a power point presentation print out to discuss with the Board the NJASK score results by grade. Mrs. Gadaleta also recognized Mrs. Hacker, who was in the audience, for her class's results.
- Mrs. Gadaleta informed the Board that the district will have their QSAC visit by the County Office on February 20, 2014.
- Mrs. Gadaleta explained that the Parental Outreach Calendars had been sent home, been posted on the WAAG and the district's website. The program is an opportunity for the parents to come into the classroom and view the classroom instruction.
- Mrs. D'Alessandro asked if we would be bringing back the Science Fair. Mrs. Gadaleta said it is being discussed as to what changes would be made prior to bringing it back.
- The Emergency Operations Plan will be tabled until final changes are made by the EFPD.
- Mrs. Gadaleta informed the Board that the Speech & Language Therapist decided to decline the position today, and that it will be re-advertised. The resolution will be tabled.
- Mrs. Gadaleta informed the Board of the announced retirement of the LDTC staff member, and that the position will look to be filled as soon as possible.
- Dr. Nitti asked if we should hire a consultant. Mrs. Gadaleta said we could but it would not be as effective as we like. The Board discussed the importance of the position.
- Mrs. Gadaleta informed the Board that a paraprofessional vacancy has become available due to the staff member accepting a full time teaching position.

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 Members: Catherine Codella, Linda Costello
Event: HIB Prevention Training
Location: Strauss Esmay Offices, Toms River, NJ
Date: 10/31/13
Cost: \$100 per person

Staff Members: Laura Brutman, Deana Hromoko
Event: Conquer Mathematics ó Number & Operations in Base Ten
Location: Fairfield, NJ
Date: 11/1/13
Cost: \$125 per person

Staff Member: Nicole Cervino
Event: Non-Medication Treatments for ADHD
Location: Hilton Garden Inn, Edison, NJ
Date: 11/19/13
Cost: \$189.99

Staff Members: Emily Calistri, Susan Hacker
Event: Conquer Mathematics ó Numbers & Operations/Fractions Part II
Location: Fairfield, NJ
Date: 11/25/13
Cost: \$125 per person

Staff Member: Emily Calistri
Event: Affirmative Action Officer Training
Location: Regional Risk Managers, Hasbrouck Heights, NJ
Date: 12/6/13
Cost: \$20

Staff Members: Laura Brutman, Deana Hromoko
Event: Conquer Mathematics ó Operations & Algebraic Thinking: Data
Location: Fairfield, NJ
Date: 12/6/13
Cost: \$125 per person

Staff Member: Katie McLain
Event: Conquer Mathematics ó Operations & Algebraic Thinking: Data
Location: Fairfield, NJ
Date: 12/11/13
Cost: \$125

Staff Member: Candice Belmont
Event: COMET ó Scenario Workshop
Location: Buehler Challenger & Science Center, Paramus, NJ
Date: 3/6/14
Cost: \$0

Staff Member: Steve Lella
Event: Affirmative Action Officer Training
Location: Regional Risk Managers, Hasbrouck Heights, NJ
Date: 12/6/13
Cost: \$20

Staff Member: Steve Lella
 Event: QSAC Training
 Location: County Office - 60 Nelson Place, Newark, NJ
 Date: 9/8/13
 Cost: \$0
 Mileage: \$4.65

Staff Member: Steve Lella & Kathleen Natalino
 Event: ASSA Training
 Location: Passaic County Vo Tech, Wayne, NJ
 Date: 9/25/13
 Cost: \$0

Staff Member: Steve Lella
 Event: NJASBO ó Fund 20 Audit & Bd. Sec & Treas Report
 Location: Hilton Garden Inn, Rockaway, NJ
 Date: 10/17/13
 Cost: \$50
 Mileage: \$9.92

Staff Member: Steve Lella
 Event: NJASBO ó How to Prepare Bid Specs for Capital Projects
 Location: Hilton Garden Inn, Rockaway, NJ
 Date: 11/14/13
 Cost: \$50
 Mileage: \$9.92

Staff Member: Steve Lella
 Event: NJASBO ó Ethics in Business Law & Purchasing
 Location: Hilton Garden Inn, Rockaway, NJ
 Date: 12/17/13
 Cost: \$50
 Mileage: \$9.92

Staff Member: Steve Lella
 Event: NJASBO BA Academy II
 Location: NJASBO Office, Robbinsville, NJ
 Date: 10/31/13, 2/27/14, 4/30/14, 5/21/14
 Cost: \$100
 Mileage: \$135.16 Total (\$33.79 each trip)

Moved by: Mrs. DøAlessandro
 Ayes: 5

Seconded by: Dr. Nitti
 Nays: 0

- 2. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Mary Hoehl, Speech/Language Teacher, at (.8) MA, Step 1, at an annual salary of \$44,932, which will be prorated, beginning on or about October 21, 2013, for the 2013-2014 school year.

SUPERINTENDENT'S RESOLUTION #2 - TABLED

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the resignation of Laura Quinn, Paraprofessional, effective October 14, 2013.

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 Emergency Operations Plan of the Essex Fells School and the Essex Fells Police Department 6 September 2013.

SUPERINTENDENT'S RESOLUTION #4 - TABLED

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the District Job Descriptions.

NOTES: Copies 6 Mrs. Gadaleta

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 2013-2014 QSAC Team members:

Michelle V. Gadaleta
Steven J. Lella
Adi Sulisty
Judi Reynolds
Jeanine Whitman
Carol D'Alessandro
Debbie Tedesco
Tara Biggerstaff

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

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

EFRD Basketball Program 6 Grades 3-6
Monday through Friday, 11/18/13 6 3/14/14, 4:30-8:00pm
Gymnasium (will work around play practice & EFS events)

EFFEE 6 Family Literacy Night
Wednesday, 11/13/13, 6:30-8:30pm (includes 1 hour of set-up)
Gymnasium & Media Center

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the second reading of the TEACHNJ & AchieveNJ 6 Draft Evaluation Policies and Regulations.

Moved by: Mrs. D'Alessandro	Seconded by: Dr. Nitti
Ayes: 5	Nays: 0

9. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the second reading and adoption of the following policies:

- | | |
|----------|---|
| P3144.12 | Certification of Tenure Charges 6 Inefficiency (M) (New) |
| P3144.3 | Suspension Upon Certification of Tenure Charge (New) |
| P3372 | Teaching Staff Member Tenure Acquisition (New) |
| P3373 | Tenure Upon Transfer or Promotion (New) |
| P3374 | Tenure Upon Transfer to an Underperforming School (New) |
| P4124 | Employment Contract (Revised) |
| P5512 | Harassment, Intimidation, and Bullying (M) (Revised) |
| R5512 | Harassment, Intimidation, or Bullying Investigation Procedure (M) (Revised) |

Moved by: Mrs. D'Alessandro	Seconded by: Dr. Nitti
Ayes: 5	Nays: 0

10. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the revised Out of District Transportation costs through the Sussex County Co-op (Student 230166) for the 2013-2014 school year in the following amounts:

Summer (2013)	30 days total at <u>\$81.00/day</u>	
	<u>Total Summer Program Not to Exceed</u>	<u>\$2,430.00</u>

Moved by: Mrs. D'Alessandro	Seconded by: Dr. Nitti
Ayes: 5	Nays: 0

VIII. Business Administrator's Report

- Mr. Lella shared with the Board the district's attorney comments in regards to the wording of the PSE&G Direct Install contract, which we have been told can not be changed. Mr. Lella will further research if he or the Board Attorney's office can contact PSE&G legal directly. The resolution will be tabled.
- Mr. Lella informed the Board that Mrs. Chris Huegel will be a write in candidate for the November election.

IX. Business Resolutions

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

- | | |
|------------------|---------|
| Regular Minutes | 8/22/13 |
| Workshop Minutes | 9/4/13 |
| Regular Minutes | 9/18/13 |

Moved by: Mrs. D'Alessandro	Seconded by: Mrs. Cirenza
Ayes: 5	Nays: 0

2. **RESOLVED** that the Board of Education approves the bills and claims for October 2013 in the total amount of \$159,658.40, as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for September 2013 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$283,730.98 including \$264,113.54 for the gross payroll, \$3,912.42 for the Board's share of FICA/Medicare and \$15,705.02 for the State's share of FICA/Medicare.

Moved by: Mrs. DiAlessandro
Ayes: 5

Seconded by: Mrs. Cirenza
Nays: 0

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

Moved by: Mrs. DiAlessandro
Ayes: 5

Seconded by: Mrs. Cirenza
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 August; 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. DiAlessandro
Ayes: 5

Seconded by: Mrs. Cirenza
Nays: 0

5. **RESOLVED** that the Board of Education approve an amendment in the amount of \$450 for the 12-13 IDEA Basic Grant.

Moved by: Mrs. DiAlessandro
Ayes: 5

Seconded by: Mrs. Cirenza
Nays: 0

6. **RESOLVED** that the Board of Education approves the M1 & Comprehensive Maintenance Plan for the period FY13 through FY15, and authorizes the Business Administrator/Board Secretary to submit the Plan to the Essex County Executive Superintendent of Schools.

Moved by: Mrs. DiAlessandro
Ayes: 5

Seconded by: Mrs. Cirenza
Nays: 0

7. **RESOLVED** that the Board of Education approve appropriating additional fiscal year 2013 Extraordinary Aid funding to the 2013-14 school budget in the amount of \$60,766 to line account 11-120-100-101-01; and

BE IT FURTHER RESOLVED that the Essex Fells Board of Education acknowledges that it did not include an estimated Extraordinary Aid payment in the 2012-13 school budget and received an award of Extraordinary Aid in the amount of \$60,766; and

BE IT FURTHER RESOLVED that NJAC 6A:23A2.13(d)6 provides that a district Board of Education may, at any time without commissioner approval, appropriate surplus generated from state revenue such as Extraordinary Aid, that has been excluded from the excess surplus calculation in the prior year.

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Mrs. Cirenza
Nays: 0

8. **WHEREAS**, PSE&G is sponsoring a direct install program for government & nonprofit facilities, and

WHEREAS, The Essex Fells School District qualifies for the energy efficiency update program.

NOW, THEREFORE, BE IT RESOLVED that the Essex Fells Board of Education approve the PSE&G Direct Install Program Project #1304755 for a cost of \$176/ month for 24 months. Total projected savings to the district over a 5 year period \$32,962.

BUSINESS RESOLUTION #8 - TABLED

X. Old Business / Board Discussion

- Mr. Lella informed the Board that it appears we are able to keep our current AED Machines as they still support the current software required.

XI. New Business / Board Discussion

- Mrs. Gadaleta discussed the bleacher painting and the design ideas that were being presented. Mrs. Gadaleta asked to have the project done in phases so she could monitor the progress.
- The Green Thumb Committee had asked the town about additional signs, and will continue to clean bushes and plant flowers around the campus.
- Mrs. D'Alessandro asked Mrs. Gadaleta how the Professional Development went for the staff on October 14th. Mrs. Gadaleta felt it was a very good day for everyone involved.

XII. Meeting Open for Public Comment

- Staff member Miss Burger stated she felt the Professional Development day provided good training and that the SGO time was helpful.

XIII. Adjournment

The public meeting of the Board of Education was adjourned at 8:49 P.M. The next Workshop Meeting will be held on Wednesday, October 2, 2013 at 7:30 P.M. in the Superintendent's Office, and the next Regular Meeting of the Board of Education will be held on Wednesday, October 16, 2013 at 7:30 P.M. in the Media Center.

Moved by: Mrs. Cirenza
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	6	7
Mrs. Emma	KE	13	9	4
Mrs. Gann/Mrs. Short	KG/S	12(13)	7(8*)	5
Mrs. Massaro/Ms. Cervino	1M/C	19	7	12
Mrs. Brutman/Mrs. Hromoko	2B/H	11	5	6
Ms. McMahan	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		2 / 1 pending		
TOTALS		208	95	111

*PM session

Fire Drills: 2013-2014

Month	Fire Drill	Emergency Drill
September	9-16-13	Lockdown 9-30-13
October		
November		
December		
January		
February		
March		
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	9/18/13								
TOTAL # of Reported Incidents									
Number of Unfounded Incidents									
Number of Founded 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 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