

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a Regular Meeting on October 16, 2019, in the Media Center of the Essex Fells School. The meeting was called to order by the Board President, Mrs. Kris 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 2, 2019. 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 – 7:35 P.M.

- The meeting was called to order by the Board President.

II. Roll Call

Mrs. Kris Huegel – President , present
Dr. Steven LoCascio – Vice President, present
Mrs. Bethany Buccino, – present
Mrs. Shani Drogin –absent
Mrs. Debra Tedesco – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; Mr. Steven J. Lella, Business Administrator/Board Secretary; and 2 Staff Members.

III. Flag Salute

- The Board President 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 shared with the Board the events of the Staff Professional Development Day on October 14th. Mrs. Gadaleta noted it was a very productive day.
- Mrs. Gadaleta informed the Board that Parent/Teacher Conferences would be taking place next week. Mrs. Gadaleta felt that the sign up genius has worked well.
- Mrs. Gadaleta explained to the Board the activities that have been scheduled for the Week of Respect, October 21st-25th.
- Mrs. Gadaleta informed the Board that the EFPD would be providing a smoke house demonstration for Fire Prevention Month.

VII. Old Business / Board Discussion

- Mrs. Gadaleta noted that we would be moving forward with the phone system upgrade per Alyssa's Law.
- The Board reviewed/discussed policy.

VIII. New Business / Board Discussion

- Mrs. Gadaleta informed the Board that she had had correspondence with a parent a non-EFS resident regarding sibling celebrations.
- Mrs. Gadaleta provided the Board with 2020-21 calendar drafts. Mrs. Gadaleta will be meeting next week with consortium to discuss.

IX. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01 – 05.

- 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 Member(s): Marco Pannullo
 Event: Repairs
 Location: Apple Store, Willowbrook Mall
 Date: 10/7/19
 Cost: \$4.48 Mileage

Staff Member(s): Jackie Castellano
 Event: NJECC Monthly Meetings
 Location: Montclair State University
 Date: 9/20/19, 10/18/19, 11/15/19, 12/13/19,
 1/14-16/20, 2/28/20, 3/20/20, 4/24/20, 5/15/20, 6/11/20
 Cost: \$0

Staff Member(s): Jaclyn Franzi, Susan Hacker
 Event: Summit Workshop Model
 Location: Washington School, Summit, NJ
 Date: 10/21/19
 Cost: \$0

Staff Member(s): Jeanine Whitman
 Event: Identifying, Understanding, Managing Self-Harming Behaviors in
 School-Aged Children & Adolescents Workshop
 Location: Mayfair Farms, West Orange, NJ / Shepard Elementary
 School, Kinnelon
 Date: 10/25/19 & 10/28/19
 Cost: Conference = \$0; Mileage = \$16.59 (\$2.73 + \$13.86)

Staff Member(s): Steve Lella
 Event: NJSIG Subfund Meeting
 Location: Marriott, Teaneck, NJ
 Date: 11/1/19
 Cost: \$0

Staff Member(s): Jeanine Whitman
 Event: Nutritional & Integrative Interventions for Mental Health
 Disorders Workshop
 Location: Sheraton Hotel, Parsippany, NJ
 Date: 11/1/19
 Cost: \$256.00 Total (Fee = \$249.00; Mileage = \$7.00)

Staff Member(s): Rory Duarte, Laura Quinn
Event: Primitive Reflex, Sensory and Motor Integration Workshop
Location: Parsippany, NJ
Date: 11/6/19
Cost: \$232.79 Total Per Person (Fee = \$229.99; Mileage = \$2.80)

Staff Member(s): John Trogani
Event: Accelerate Student Success in Your Elementary Music
Program Workshop
Location: West Orange, NJ
Date: 11/19/19
Cost: \$279.00

Staff Member(s): Rosalie Takkel
Event: Attention-Deficit/Hyperactivity Disorder Workshop
Location: Fairfield, NJ
Date: 11/21/19
Cost: \$100.00

Staff Member(s): Lisa Massaro
Event: Making Best Use of Google Classroom Workshop
Location: West Orange, NJ
Date: 11/25/19
Cost: \$279.00

Staff Member(s): Laurie Fischer
Event: Conference for School Based Speech-Language Pathologists
Location: Fairfield, NJ
Date: 12/5-6/19
Cost: \$495.80 Total (Fee = \$479.00; Mileage = \$8.40 per day)

Staff Member(s): Kimberly Trafford
Event: NJASL 2019 Fall Conference
Location: East Brunswick, NJ
Date: 12/9-10/19
Cost: \$51.38 Mileage (Conference Fee approved 9/18/19)

Staff Member(s): Judi Reynolds
Event: Develop Growth Mindset in Mathematics Workshop
Location: Wilshire Grand Hotel, West Orange, NJ
Date: 12/10/19
Cost: \$279

Staff Member(s): Lisa Massaro
Event: Conquer Mathematics
Location: Pompton Plains, NJ
Date: 12/11/19, 1/22/20, 3/26/20
Cost: \$670.80 Total (Per Day: Fees - \$160.00 + Mileage - \$7.70)

Staff Member(s): Lauren Brzostowski, Susan Hacker
Event: Develop Growth Mindset in Mathematics Workshop
Location: Wilshire Grand Hotel, West Orange, NJ
Date: 12/10/19
Cost: \$279.00

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the *School Safety and Security Plan Annual Review – Statement of Assurance* for the 2019-2020 school year to the Essex County Office of Education.

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 4

Nays: 0

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the receipt of physical education equipment through a redeemable gift certificate from the American Heart Association – Kids Heart Challenge in the amount \$1,300.00.

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 4

Nays: 0

IX. Business Administrator's Report

- Mr. Lella provided the Board with a copy of the Comprehensive Maintenance Plan / M1.
- Mr. Lella noted the Capital Withdrawal Resolution to cover the cost of appliances for the kitchenette project.
- Mr. Lella noted that October 15th was the snap shot date for the ASSA. Certification is December 3rd.
- Mr. Lella noted the due date for DRTRS is November 15th and he will be submitting shortly.
- Mr. Lella informed the Board that the district would be going through NJQSAC review in February of 2020. Facilities walk thru would take place in November.
- Mr. Lella informed the Board that the 2018-19 audit had begun last week.

XI. Business Resolutions

RESOLVED that the Board of Education approves Business Resolutions #01–06

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

Workshop Meeting Minutes	9/4/19
Regular Meeting Minutes	9/18/19

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 4

Nays: 0

2. **RESOLVED** that the Board of Education approves bills and claims for October in the amount of **\$187,562.66**, as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for September as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of

\$353,235.55 including \$329,170.88 for the gross payroll, \$4,520.21 for the Board's share of FICA/Medicare and \$19,544.46 for the State's share of FICA/Medicare.

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 4

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 month of July & August;

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: 4

Nays: 0

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

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 4

Nays: 0

5. **RESOLVED** that the Board of Education approves the M1 & Comprehensive Maintenance Plan for the period FY '19 through FY '21, and authorizes the Business Administrator/Board Secretary to submit the Plan to the Essex County Executive Superintendent of Schools.

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 4

Nays: 0

6, **RESOLVED** that the Essex Fells Board of Education hereby, approves the withdrawal of \$16,433.61 from the Capital Reserve for the following purpose:

Kitchenette Renovation

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 4

Nays: 0

XII. Meeting Open for Public Comment

- None

XIII. Resolution to Enter Executive Session

The Board convened in Executive Session at 8:09 P.M. to discuss legal matters. The items discussed in 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: 4

Nays: 0

XIV. Adjournment

At 8:22 P.M. the Board of Education made a motion to adjourn. The next Workshop Meeting will be held on **Wednesday, November 6, 2019 at 7:30 P.M.** in the Superintendent's Office. The next **Regular Meeting** will be held on **Wednesday, November 20, 2019 at 7:30 P.M.** in the Media Center.

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 4

Nays: 0