

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a Regular Meeting on November 20, 2019, in the Media Center of the Essex Fells School. The meeting was called to order by the Board President, Mrs. Kris Huegel, at 7:31 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 – 7:31 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 –present
Mrs. Debra Tedesco – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; Mr. Steven J. Lella, Business Administrator/Board Secretary; and 3 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 informed the Board that she would be utilizing Link It to formulate NJSLA test scores as graphs and charts.
- Mrs. Gadaleta informed the Board that the district would be going through a full NJQSAC District Performance Review in 2019-20. The facility walk thru portion had already taken place and the State Monitoring portion is scheduled for 2/20/20. Mrs. Gadaleta explained the DPR's and noted that she is appealing/questioning the Instruction and Program (ESSA 2018-19) score methodology.
- Mrs. Gadaleta explained to the Board the Financial Literacy Standards information that was included in the Board member packages.

VII. Old Business / Board Discussion

- None

VIII. New Business / Board Discussion

- Mrs. Gadaleta reported on the planned field trips for the 2019-20 school year, and noted that the Buehler Science Center had suddenly closed, so a replacement experience was being researched.
- Mrs. Gadaleta provided the Board with a new revised 2020-21 school year calendar, option "E".

IX. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01 – 09.

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: Repair Pick-up
Location: Apple Store, Willowbrook Mall
Date: 10/16/19
Cost: \$4.48 Mileage

Staff Member(s): Monica Craveiro
Event: Phenomena & Claims, Evidence & Reasoning in Science
Location: Bloomfield, NJ
Date: 11/5/19
Cost: \$154.69

Staff Member(s): Jaclyn Franzi
Event: Attention-Deficit/Hyperactivity Disorder Workshop
Location: ERESC Professional Development Institute, Fairfield, NJ
Date: 11/21/19
Cost: \$0

Staff Member(s): Katherine Vetere
Event: MATH: Teaching for Understanding Decimals Workshop
Location: Bloomfield, NJ
Date: 12/3/19
Cost: \$155.60 Total (Fee = \$150.00; Mileage = \$5.60 per session)

Staff Member(s): John Viggiano
Event: Health Education Conference & 2020 NJAPERD Annual Convention
Location: Edison, NJ & Long Branch, NJ
Date: 12/9/19 & 2/24-25/20
Cost: \$258.65 Total (Fees = \$85.00 & \$125.00; Mileage = \$8.75 & 39.90)

Staff Member(s): Michelle Truchel
Event: Center of Literacy Development 2019-20 Workshop/Conference
Location: Rutgers Busch Student Center, Piscataway, NJ
Date: 12/11/19 & 1/29/20
Cost: \$336.46 Total (Fee = \$155; Mileage = \$13.23 per session)

P&R 1642 Earned Sick Leave Law (New)
 P&R 3218 Use, Possession, or Distribution of Substances
 P&R 4218 Use, Possession, or Distribution of Substances
 P 8600 Student Transportation
 P 8630 Bus Driver/Bus Aide Responsibility
 R 8630 Emergency School Bus Procedures

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 5

Nays: 0

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following stipend during the 2019-2020 school year at the contractual rate:

Catherine Codella Professional Development Workshop Presenter \$312.50

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 5

Nays: 0

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the generous donation by the Haydu Family of \$700.00 and Essex Fells Magnets for the school staff.

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 5

Nays: 0

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

EFFEE Winter Enrichment 2020

Tuesdays: 1/14, 1/21, 1/28, 2/4, 2/11, 2/25, 3/3, 3/10 (no class 2/18)

Wednesdays: 1/15, 1/22, 1/29, 2/5, 2/12, 2/19, 2/26, 3/4 (makeup class 3/11)

Thursdays: 1/16, 1/23, 1/30, 2/6, 2/13, 2/20, 2/27, 3/5 (makeup class 3/12)

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 5

Nays: 0

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following team members for NJQSAC District Monitoring:

Chief School Administrator - Michelle V. Gadaleta

District Administrative Staff - Beth Leggett

Teacher Representative - Judi Reynolds

School Business Administrator - Steven J. Lella

Curriculum & Instruction Representative - Michelle V. Gadaleta

Local Collective Bargaining Representative - Katie McNish

District BOE Member - Kris Huegel

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 5

Nays: 0

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the 2019-2020 QSAC – DPRs to the New Jersey Department of Education.

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 5

Nays: 0

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the 2019-20 Field Trip List:

SeaQuest - Woodbridge, NJ

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 5

Nays: 0

9. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, Ivie Drogin to help Mrs. Buonomo and Mrs. McNish with the set design for the school musical.

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 5

Nays: 0

IX. Business Administrator's Report

- Mr. Lella reported to the Board that NJSIG had conducted a playground inspection before the beginning of school. The facilities are in good working order. A copy of the report is available.
- Mr. Lella noted that the 2018-19 Audit was finishing up. The district is financially healthy and a clean audit report was expected.
- Mr. Lella informed the Board that the 2020-21 Budget Process was underway. Staff requests are due back to the Business Office by December 20th and Mr. Lella and Mrs. Gadaleta would be meeting in January.
- Mr. Lella reported to the Board the unofficial BOE Election results. Mrs. Huegel has been re-elected and Mr. Skopak was elected to the vacant position.
- Mr. Lella noted the Board needed to address the January 2020 Reorganization Meeting date to comply with code, and discuss the December meeting dates.
- Mrs. Gadaleta noted before Superintendent Resolutions a possible donation from Mrs. Content to the district from a holiday sale.

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:

Executive Session Minutes	9/18/19
Workshop Meeting Minutes	10/2/19
Regular Session Minutes	10/16/19
Executive Session Minutes	10/16/19

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 5 Nays: 0

2. **RESOLVED** that the Board of Education approves bills and claims for November in the amount of **\$167,231.51**, as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for October as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$355,897.89 including \$332,351.93 for the gross payroll, \$4,770.31 for the Board’s share of FICA/Medicare and \$18,775.65 for the State’s share of FICA/Medicare.

Moved by: Dr. LoCascio Seconded by: Mrs. Tedesco

Ayes: 5 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 September & October;

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: 5

Nays: 0

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

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 5

Nays: 0

5. **RESOLVED** that the Board of Education approves the transfer of funds for June 30th, 2019, in the amount of \$45,851.00 from account 11-190-100-610-050-04 to 12-120-100-731 as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 5

Nays: 0

6. **RESOLVED**, that the Essex Fells Board of Education, hereby approves PlanConnect, LLC as the Third Party Administrator for its Section(s) 403(b) and 457(b) of the Internal Revenue Code of 1986, as amended, Plan(s), pursuant to the Hold Harmless and Third Party Administrative Agreement between the Essex Fells Board of Education and PlanConnect, LLC, attached hereto and made a part hereof.

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 5

Nays: 0

XII. Meeting Open for Public Comment

- None

XIII. Resolution to Enter Executive Session

The Board convened in Executive Session at 7:56 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: 5

Nays: 0

XIV. Adjournment

At 9:35 P.M. the Board of Education made a motion to adjourn. The next **Workshop Meeting** scheduled for **Wednesday, December 4, 2019 at 7:30 P.M.** in the Superintendent's Office has been canceled. The next **Regular Meeting** to be held on **Wednesday, December 18, 2019 at 7:30 P.M.** in the Media Center has been rescheduled for **Wednesday, December 11, 2019 at 7:30 P.M.** in the Media Center.

Moved by: Dr. LoCascio

Seconded by: Mrs. Tedesco

Ayes: 5

Nays: 0