

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a Regular Meeting Session on March 13, 2019 in the Superintendent's Office at Essex Fells School. The meeting was called to order by the Vice President, Dr. LoCascio at 7:32 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 March 11, 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

- The meeting was called to order by Vice President Dr. LoCascio.

II. Roll Call

Mrs. Kris Huegel, President-Absent
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; and Mr. Steven J. Lella, Business Administrator/Board Secretary and two staff members. A reporter from The Progress arrived at 7:40 PM

III. Flag Salute

- Dr. LoCascio 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 thanked Mrs. Tedesco for her efforts with the Mock Trial.
- Mrs. Gadaleta thanked the Foundation for the musical, which was outrageously wonderful.
- Mrs. Gadaleta noted that Sign up Genius had been launched to sign up for conferences. Mrs. Gadaleta thanked Mrs. Christopher for working with the staff. Mrs. Tedesco noted that the Sign up Genius worked great.
- Mrs. Gadaleta reported to the Board that the NJ School Performance Reports had gone live. Mrs. Gadaleta provided the Board members with copies. Mrs. Gadaleta noted how pleased she was with the Essex Fells achievement. Chronic absenteeism improved, which is usually an issue for us.

VII. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01 – 04.

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): Nicole Criscione, Jaelyn Franzi, Kristen Kowalski

Event: Google Certification Series
 Location: Drew University
 Date: 3/12/19, 3/13/19, 4/2/19 (6:30-8:30pm)
 Cost: \$82.44 Total per person (\$75.00 Fee + \$7.44 Mileage)

Staff Member(s): Deana Hromoko
 Event: Early Childhood Conference
 Location: Caldwell University
 Date: 6/7/19
 Cost: \$40 (for CU grads)

Staff Member(s): Kelly Mitchell
 Event: Early Childhood Conference
 Location: Caldwell University
 Date: 6/7/19
 Cost: \$80

Moved by: Mrs. Tedesco

Seconded by: Mrs. Drogin

Ayes: 4

Nays: 0

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

Brownies Meeting (Second Grade)
 Classroom: Gym
 Friday: 3/29/19
 3:05-4:15pm
 (Previously approved on 10/17/18 for 3/15/19 in Science Room)

Moved by: Mrs. Tedesco

Seconded by: Mrs. Drogin

Ayes: 4

Nays: 0

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Maternity/Disability Leave of Absence for Nicole Criscione from on or about May 13 to June 21, 2019, using sick leave days for a total of 29 school days.

NOTES: Letter attached

Moved by: Mrs. Tedesco

Seconded by: Mrs. Drogin

Ayes: 4

Nays: 0

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the 2018-2019 Substitute List, pending the required criminal history & background check:

Jen Sullivan

Teacher \$90/day

Moved by: Mrs. Tedesco

Seconded by: Mrs. Drogin

Ayes: 4

Nays: 0

VIII. Business Administrator's Report

- Mr. Lella noted the resolution to submit the 2019-2020 Budget
- Mr. Lella stated that the IT Contract would be discussed in Executive Session.

IX. 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:

Regular Meeting Minutes 1/16/19

Moved by: Mrs. Tedesco

Seconded by: Mrs. Drogin

Ayes: 4

Nays: 0

2. **RESOLVED** that the Board of Education approves bills and claims for March in the total amount of \$140,854.89 as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for February as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$350,041.04 including \$326,139.04 for the gross payroll, \$2,488.67 for the Board's share of FICA/Medicare and \$9,482.75 for the State's share of FICA/Medicare.

Moved by: Mrs. Tedesco

Seconded by: Mrs. Drogin

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 months of January;

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. Tedesco

Seconded by: Mrs. Drogin

Ayes: 4

Nays: 0

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

Moved by: Mrs. Tedesco

Seconded by: Mrs. Drogin

Ayes: 4

Nays: 0

5. **RESOLVED** that the Board of Education acknowledge receipt of and accepts the Comprehensive Annual Financial Report (CAFR) of the Essex Fells School District and the Auditors' Management Report, prepared by the auditing firm of Samuel Klein and Company for the fiscal year ending June 30, 2018.

Moved by: Mrs. Tedesco

Seconded by: Mrs. Drogin

Ayes: 4

Nays: 0

6. **BE IT RESOLVED** that the Essex Fells Board of Education in the County of Essex, New Jersey, approves the 2019-20 preliminary school district budget for submission to the Executive County Superintendent as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund:	\$5,522,437.00	\$5,077,916.00
Special Revenue:	58,833.00	0.00
Debt Service:	0.00	0.00
TOTAL:	<u>\$5,581,270.00</u>	<u>\$5,077,916.00</u>

BE IT FURTHER RESOLVED that included in the budget is the use of automatic enrollment adjustment in the amount of \$144,550.00

RESOLVED that the Essex Fells Board of Education approve the total travel expenditures for the District at a maximum of \$20,000.00 for the 2019-20 school year; and

RESOLVED that the Business Administrator keep an accounting of all expenditures to ensure compliance with the approved amount; and

BE IT FURTHER RESOLVED that the Board authorizes the Superintendent and Business Administrator/Board Secretary to submit the preliminary budget to the Essex County Executive Superintendent of Schools for review and approval, to advertise the preliminary budget in the district's official newspaper, and establish a public presentation and adoption of the final budget for the 2019-2020 school year on May 1st, 2019 at 7:30 P.M. in the Media Center of the Essex Fells School.

Moved by: Mrs. Tedesco

Seconded by: Mrs. Drogin

Ayes: 4

Nays: 0

X. Old Business / Board Discussion

- None

XI. New Business / Board Discussion

- Mrs. Gadaleta discussed the procedures for B&G projects. Mrs. Gadaleta noted that we were very thankful for the Foundation's donation however the district needs to be in control of the scheduling/contractors/equipment, etc. The Board will review policy.
- Mrs. Gadaleta provided the policy for Technology agreement/damages for the Board to review. The Board agrees to uphold the current policy.
- Mrs. Gadaleta reported that there had been no progress with the Residency Case. Further discussion will take place in Executive Session for legal matters.

XII. Meeting Open for Public Comment

- The Progress asked for information regarding the light replacement in the gymnasium and documentation regarding the Residency Policy.

XIII. Resolution to Enter Executive Session

The Board convened in Executive Session at 8:05 P.M. to discuss personnel, negotiations and 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: Mrs. Tedesco

Seconded by: Mrs. Drogin

Ayes: 4

Nays: 0

XIV. Adjournment

At 8:37 P.M. the Board of Education made a motion to adjourn. The next Workshop Meeting will be held on **Wednesday, April 3, 2019 at 7:30 P.M.** in the Superintendent's Office. The next **Regular Meeting** will be held on **Wednesday, April 17, 2019 at 7:30 P.M.** in the Media Center.

Moved by: Mrs. Tedesco

Seconded by: Mrs. Drogin

Ayes: 4

Nays: 0

Respectfully submitted,

Mr. Steven J. Lella
Business Administrator/
Board Secretary

