

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a regular session on March 15, 2017, in the Media Center of the Essex Fells School. The meeting was called to order by the Board President, Mrs. Carol D'Alessandro at 7:31 PM. Mrs. D'Alessandro 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 10, 2017. Agendas were mailed to the Clerk of the Borough of Essex Fells, the Progress, the Star Ledger, and posted on the district website."

I. Call to Order – 7:31 P.M.

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

II. Roll Call

Mrs. Carol D'Alessandro, President – present
Mrs. Shani Drogin – Vice-President, present
Mrs. Kris Heugel – present
Dr. Steven LoCascio – present
Mrs. Debra Tedesco – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; Mr. Steven J. Lella, Business Administrator/Board Secretary; 3 EFS staff members.

III. Flag Salute

- The Board President led the salute to the flag.

IV. Public Comment on Agenda Items

- No comment.

V. President's Report

- None

VI. Superintendent's Report

- Mrs. Gadaleta reported on the new regulations that are in place with ESSA and the current district policies. Mrs. Gadaleta informed the Board that she had recently attended a conference with other Superintendents. Mrs. Gadaleta stated how she was concerned with how the new regulations could affect Essex Fells School, notably the new provisions for absenteeism. Mrs. Gadaleta noted that the district should consider revising their current policy regarding the amount of allowable days (30) versus the state number (18).
- Mrs. Gadaleta informed the Board that the updated job descriptions were in the Board packages for review. Mrs. Gadaleta noted that staff in the district were consulted.
- Regarding the 2016-17 Calendar and revision for school days due to the recent snow day, the Board decided to keep the Monday after Easter Sunday as an off day and return the Friday before Memorial Day as open.
- Mrs. Gadaleta reported to the Board that the 6th graders recently went to West Essex for MAP Testing and that this year the students did not double take the testing. Mrs. Gadaleta reported that the current 6th graders tested very well which will enable them to enter accelerated 7th grade classes at West Essex.

The Board tabled resolution #8 for further review.

VII. 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): Karen Sarto
 Event: Payroll Professional Group Workshop
 Location: West Orange BOE
 Date: 3/17/17
 Cost: \$0

Staff Member(s): Debbie Emma, Kristin Gann
 Event: Matching Interventions to Reasons for Reading Difficulties Convention
 Location: The Westwood, Garwood, NJ
 Date: 3/24/17
 Cost: \$220.00 per person

Staff Member(s): Catherine Codella
 Event: Oppositional, Defiant & Disruptive Children & Adolescents Training
 Location: Holiday Inn, Parsippany, NJ
 Date: 5/2/17
 Cost: \$219.00

Staff Member(s): Michelle Barshay
 Event: Maximize the Power of Guided Reading Workshop
 Location: The Wilshire Grand, West Orange, NJ
 Date: 5/17/17
 Cost: \$245.00

Staff Member(s): Molly Livio
 Event: Common Co-Existing Conditions and Selective Mutism
 Location: Webinar
 Date: 11/30/16
 Cost: \$25

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin
 Ayes: 5 Nays: 0

2. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of 3 attained Quantitative 2016-2017 Superintendent Merit Goals to the Essex County Office of Education for approval and District payment.

NOTE: Merit Goals attached

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin
 Ayes: 5 Nays: 0

3. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the following Use of Facilities requests for the 2016-2017 school year:

- Spring Enrichment Programs 2017
- Science, Grades K-2
 Mrs. Hacker’s Room #104, 3:25-4:25pm

Tuesdays: 4/18, 4/25, 5/2, 5/9, 5/16, 5/23

- Silly Sports, Grades 1-3
Gymnasium, 3:05-4:25pm

Tuesdays: 4/18, 4/25, 5/2, 5/9, 5/16, 5/23

- Dance, Grades K-2
Gymnasium, 3:05-4:30pm

Wednesdays: 4/19, 4/26, 5/3, 5/10, 5/17, 5/24

- Painting, Grades 3-6
Art Room, 3:25-4:25pm

Wednesdays: 4/19, 4/26, 5/3, 5/10, 5/17, 5/24

- Coding, Grade 2
Tech Room, 3:15-4:25pm

Wednesdays: 4/19, 4/26, 5/3, 5/10, 5/17, 5/24

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin
 Ayes: 5 Nays: 0

4. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the revision to the School Calendar for the 2016-2017 school year.

NOTE: Calendar attached

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin
 Ayes: 5 Nays: 0

5. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the 2016-2017 Substitute List, pending the usual criminal history and background check.

Abigail Whelan Teacher (\$85/day)

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin
 Ayes: 5 Nays: 0

6. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, participation in Joint Transportation Services for the 2017-2018 school year with Essex Regional Educational Services Commission, for coordination of transportation of special education and / or specific destinations of school students.

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin
 Ayes: 5 Nays: 0

7. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the following list chaperones for the Sixth Grade Trout Lake trip from May 31 – June 2:

Dorotea Banek
 Nina Buonomo
 Sara Dalton
 Gail Ellowitch
 Noell Gomez
 John Trogani
 John Viggiano

Officer Scott Jones

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

Ayes: 5 Nays: 0

8. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the following list of updated job descriptions:

TABLED

- Superintendent/Principal/Director of Special Programs
- Coordinator of Special Programs/LDTC
- Computer Tech

Moved by: Seconded by:

Ayes: Nays:

9. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the first reading of the following policies/regulations:

- | | |
|------------|---|
| P & R 2460 | Special Education (Revised) |
| R 2460.1 | Special Education – Location, Identification, and Referral (Revised) |
| R 2460.8 | Special Education – Free and Appropriate Public Education (Revised) |
| R 2460.9 | Special Education – Transition From Early Intervention Programs to Preschool Programs (Revised) |
| R 2460.15 | Special Education – In-Service Training Needs for Professional and Paraprofessional Staff (New) |
| P 2467 | Surrogate Parents and Foster Parents (Revised) |

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

Ayes: 5 Nays: 0

VIII. Business Administrator’s Report

- Mr. Lella informed the Board that the Business Administrator’s contract for the 2017-18 school year was submitted to the County Office. Mr. Lella thanked the Board.
- Mr. Lella noted a correction to a date for Business Resolution #7.

IX. Business Resolutions

RESOLVED that the Board of Education approves Business Resolutions #01 – 07.

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

- | | |
|---------------------------|---------|
| Workshop Meeting Minutes | 2/1/17 |
| Executive Session Minutes | 2/1/17 |
| Regular Meeting Minutes | 2/15/17 |

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

Ayes: 5 Nays: 0

2. RESOLVED that the Board of Education approves the bills and claims for March in the total amount of **\$113,260.51** 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 \$308,026.33 including \$286,987.91 for the gross payroll, \$4,380.34 for the Board's share of FICA/Medicare and \$16,658.08 for the State's share of FICA/Medicare.

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin
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 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: Dr. LoCascio Seconded by: Mrs. Drogin
Ayes: 5 Nays: 0

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

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin
Ayes: 5 Nays: 0

5. RESOLVED that the Essex Fells Board of Education hereby approves the submission of a grant application for the Safety Grant Program through the New Jersey Schools Insurance Group's ERIC NORTH Subfund for the purposes described in the application, in the amount of \$2,500 for the period July 1, 2017 through June 30, 2018.

Moved by: Dr. LoCascio Seconded by: Mrs. Drogin
Ayes: 5 Nays: 0

6. BE IT RESOLVED, to award a 60-month state contract lease effective January 1, 2017 to Atlantic, Bloomfield NJ, to upgrade 1 copier in the district – Business Office - for a monthly lease cost of \$245, and cost per print of \$0.0059.

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

Ayes: 5 Nays: 0

7. RESOLVED that the Essex Fells Board of Education in the County of Essex, New Jersey, approves the 2017-18 preliminary school district budget for submission to the Executive County Superintendent as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund:	\$5,175,289.00	\$4,606,699.00
Special Revenue:	\$ 45,260.10	\$.00
Debt Service:	<u>\$.00</u>	<u>\$.00</u>
TOTAL:	\$5,220,549.10	\$4,606,699.00

BE IT FURTHER RESOLVED that included in the budget is the use of automatic enrollment adjustment in the amount of \$115,000.00

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 2017-18 school year; and

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

RESOLVED that the Essex Fells Board of Education hereby, approves the withdrawal of \$190,000.00 from the Capital Reserve to be appropriated in the 2016-17 school year budget for the following purpose:

AC Installation in multipurpose Room

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 2017-2018 school year on May 3rd, 2017 at 7:30 P.M. in the Media Center of the Essex Fells School.

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

Ayes: 5 Nays: 0

X. Old Business / Board Discussion

- Mrs. Gadaleta updated to the Board as to the location of the outside condenser for the multipurpose room AC installation. Mr. Lella was going to discuss with the architect if it were possible to fit the condenser in between the 2 sets of stairs from the gym and media center.
- Mrs. Gadaleta confirmed to the Board the PTA’s donation of two hydration stations.
- The Board discussed the details of a prior accident that occurred on school grounds after hours. Mr. Lella confirmed to the Board that per the insurance provider the incident did not fall under the Board’s insurance policy therefore there was no required action by the Board.

XI. New Business / Board Discussion

- Due to recent concerns about the condition of the sidewalks, Mr. Lella will obtain quotes for sidewalk repair and possible main entrance staircase repair.
- Mrs. Gadaleta informed the Board of Student Accident Medical Insurance request. A student injured her finger during PE and required a splint from a doctor at a later date, in which the parent was seeking reimbursement for costs not covered by the parent’s insurance. Mr. Lella informed the Board that the proper paperwork was provided to the parent to submit for reimbursement. This is the process since the injury happened during school hours. The Board agreed the claim should be submitted to insurance for their decision.
- Mrs. Gadaleta informed the Board of the PTA’s donation of a 2016 Blue Ribbon seal for the main entrance. EFS would provide for the installation.

- At a recent PTA meeting, the PTA members voiced concern to Mrs. Gadaleta with dogs being on school grounds, as there have been issues with individuals not cleaning up after their dogs, not to mention parents and children sitting on the fields. The Board discussed and did not want to put up more signage or fencing but felt that the issue could be mentioned in the week at a glance.
- Mrs. Gadaleta informed the Board of the school bus evacuation drill that will take place on March 29th.
- Mrs. Tedesco reported that should would be in communication with Mrs. Lauren Lombardy regarding the town the fields / buildings & grounds.

XII. Meeting Open for Public Comment

- None

XIII. Resolution to Enter Executive Session

The Board convened in Executive Session at 8:22 PM to discuss the Superintendent’s contract. 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. Drogin
Ayes:	5	Nays:	0

XIV. Adjournment

At 10:30 P.M. the Board of Education came out of Executive Session and made a motion to adjourn. The **Workshop Meeting** on **April 5, 2017** has been cancelled. The next **Regular Meeting** will be held on **April 19, 2017**, at 7:30 P.M., in the Media Center.

Moved by:	Dr. LoCascio	Seconded by:	Mrs. Drogin
Ayes:	4	Nays:	0

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	13	5	8
Mrs. Quinn/Ms. Burger	PS/PM	12	6	6
Mrs. Gann	KG	12	7	5
Ms. Livio/Ms. Almeida	KL/A	13	7	6
Mrs. Brutman/Mrs. Hromoko	1B/H	18	8	10
Ms. Mitchell	1M	18	8	10
Ms. Adair	2A	17	10	7
Mrs. Massaro/Mrs. Fitzgerald	2M/F	19	10	9
Mrs. Barshay	3B	14	9	5
Ms. Liebler/Mrs. MacKenzie	3L/M	16	10	6
Mrs. Banek	4B	10	4	6
Mrs. Hacker/Ms. Franzi	4H/F	11	3	8
Ms. Cervino/Ms. Brower	5C/B	12	5	7
Ms. Craveiro	5C	11	6	5
Mrs. Buonomo	6B	12	3	9
Ms. Dalton/Ms. Gomez	6D/G	14	4	10
TOTAL		222	105	117
Out-of-District		2*		
FINAL TOTALS		224		

*Total includes 2 out-of-district students.

Fire Drills: 2016-2017

Month	Fire Drill	Emergency Drill
September	9-16-16	Lockdown 9-19-16
October	10-17-16	Lockdown 10-27-16
November	11-16-16	Lockdown 11-29-16
December	12-20-16	Lockdown 12-15-16
January	1-13-17	Lockdown 1-27-17
February	2-15-17	Lockdown 2-28-17
March	3-9-17	
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	9-21-16	10-19-16	11-16-16	12-14-16	1-18-17	2-15-17	3-15-17			
TOTAL # of Reported Incidents	1	0	0	1	0	0	0			
Number of Unfounded Incidents	1	0	0	0	0	0	0			
Number of Founded Incidents	0	0	0	1	0	0	0			
Violence & Vandalism Incidents	0	1	0	0	0	0	0			

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