

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a regular session on February 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 7:32 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 January 5, 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 – 7:32 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; 1 EFS staff member; 1 member of the press.

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 to the Board that former Essex County Superintendent Mr. Peter Carter came to visit EFS. Mrs. Gadaleta took him on a tour of the district and visited the classrooms. Mr. Carter was very impressed with the district.
- Mrs. Gadaleta addressed the Board regarding an email that was sent from the DOE to all of the Board members regarding Title 1 Funding. Mrs. Gadaleta responded to the DOE that there was no reason for the email to be forwarded to the entire Board before she was able to discuss with the Board. Mrs. Gadaleta explained that she had a conference call along with Mr. Lella and County Representative Neal Webster with the DOE explaining that for the second straight year we believed we should refuse the Title 1 Funds. Mrs. Gadaleta noted that despite refusing the funds in 2015-16 the district was told to accept the funds. The DOE explained that the US Census information reported 21 students under the poverty line. Mrs. Gadaleta noted that we are unable to identify these children as we have no children on free and reduced lunch or Medicaid or any other measures used to identify income eligible students. After further discussion, the DOE agreed that EFS should not be accepting Title 1 Funding, although we had been advised to in the past. Mrs. Gadaleta explained to the DOE that the district had created a position to utilize these funds, which would now have to come out of the 2016-17 budget. The DOE acknowledged that the district had been misinformed and that the district would not be responsible to give back the funding from 2015-16. Mrs. Gadaleta also noted that the DOE said the district could dispute the Census Data, but the Board did not feel that was necessary. Mrs. Gadaleta noted the resolution refusing the Title 1 funds for 2016-17.
- Mrs. Gadaleta reported to the Board on a recent Appellate Decision regarding OPMA/RICE. The recent decision stated that anytime discussion takes place regarding a staff position, leave of absence, retirement, reappointment on the June agenda, the staff members must receive RICE notices.

- Mrs. Gadaleta noted to the Board Superintendent Resolution #7 and how the policies regarding Title 1 and administering an opioid antidote were being removed, as the district does not receive Title 1 funding and the Memorandum with the EFPD would apply.

VII. Superintendent’s Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01 – 08.

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): Katie MacKenzie
 Event: Guided Math – Strategies to Differentiate Math Instruction Workshop
 Location: Best Western Plus, Fairfield, NJ
 Date: 1/30/17
 Cost: \$245.00 (adjusted from \$225 - prior BOE approval on 12/14/16)

Staff Member(s): Jaclyn Franzl
 Event: Effectively Dealing With Disruptive Students Workshop
 Location: Wilshire Grand Hotel, West Orange, NJ
 Date: 3/6/17
 Cost: \$245.00

Staff Member(s): Catherine Codella
 Event: Mood Disorders Training
 Location: Sheraton, Parsippany, NJ
 Date: 3/14/17
 Cost: \$219.99

Staff Member(s): Catherine Codella
 Event: Chronic Anxiety Training
 Location: Holiday Inn, Parsippany, NJ
 Date: 4/21/17
 Cost: \$219.99

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 following Use of Facilities requests for the 2017-2018 school year:

Essex Fells Recreation Department – Summer Camp 2017
 Gymnasium, Fields, Classrooms 6/26/17 – 8/3/17
 Monday – Friday, 8:30am – 12noon

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 School Calendar for the 2017-2018 school year.

NOTE: Calendar attached

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 following addition to the 2016-2017 Substitute List, pending the usual criminal history and background check.

Dana Cole Teacher (\$85/day)

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 Student Observer from Montclair State University:

Sarah Bradley – PE and Special Education Observation
Date: TBD

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, the following students to complete their high school volunteer requirements at Essex Fells School:

Stephanie Agresti
Oak Knoll – Senior Capstone Project
4/28/17 – 6/2/17

Reilly Cirenza
MKA – Senior May Term
5/1-31/17

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 second reading and adoption of the following policies/regulations:

P & R 1510 Americans with Disabilities Act (Revised)
P & R 2418 Section 504 of the Rehabilitation Act of 1973 – Students (New)
P & R 5116 Education of Homeless Children (Revised)

P & R 8330 Student Records (Revised)

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 submission of the NCLB (No Child Left Behind) application for Fiscal Year 2017 to the County Office of Education and accepts the grant award in the amount of \$2,393.

Title I	\$17,158 refusal
Title IIA	\$ <u>2,393</u>
Total	\$19,551

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

Ayes: 5 Nays: 0

VIII. Business Administrator’s Report

- Mr. Lella along with Mrs. Gadaleta provided the Board with line-by-line detail of the proposed 2017-18 budget.
- Mr. Lella discussed an email sent by NJSBA regarding the topic of school funding for 2017-18 and an upcoming presentation that districts are encouraged to attend. Mr. Lella will attend the meeting with Mrs. Drogin.
- Mr. Lella reminded the Board that they would be receiving an email to file their 2017 BOE Ethics Disclosure Forms and trainings for 2017.

IX. Business Resolutions

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

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

Reorganizational Meeting Minutes	1/4/17
Executive Session Minutes	1/4/17
Regular Meeting Minutes	1/18/17
Executive Session Minutes	1/18/17

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 February in the total amount of \$170,838.73 as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for January as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$306,431.20 including \$285,506.14 for the gross payroll, \$4,330.11 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 December;

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 January 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 Board of Education approves the submission of the following Special Education Medicaid Initiative (SEMI) Program Waiver to the Essex County Office of Education:

WHEREAS, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) program for the 2017-2018 school year, and

WHEREAS, the Essex Fells Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students,

NOW THEREFORE BE IT RESOLVED, that the Essex Fells Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Essex an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2017-2018 school year.

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

X. Old Business / Board Discussion

- The Board discussed the possibility of having the baseball fields upgraded in the spring, as they are in need of repair. It was also mentioned if there was any update on the porta potty. The recreation committee still has to meet to discuss. The Board would like to officially discuss with the town a scheduled field maintenance.

- Mrs. Gadaleta provided the Board with correspondence from the attorney’s office regarding the 2015-16 calendar case. The information was provided to PERC, which states a recent decision of a case in favor of a board of education, which is similar to that of the EF BOE.
- Mrs. Gadaleta informed the Board that the letters for pre-school AM/PM had gone out. Mrs. Gadaleta noted that there were 16 returning families. Mrs. Gadaleta wanted to address any potential negative feedback regarding the AM & PM sessions. The Board discussed the fact that we would be honoring returning pre-school families as well as those families already in district. Mrs. Gadaleta also noted that she explained at the registration that it would be very difficult for new families to obtain the AM session.

XI. New Business / Board Discussion

- Mrs. Gadaleta noted the approval of the 2017-18 calendar. The Board discussed again the requested delayed opening for the Monday following the Super Bowl. The Board agreed that the short notice would be too much of an inconvenience for parents.
- Mrs. Gadaleta informed the Board that Mrs. Coye had done a Dental Awareness Presentation for EFS. Mrs. Gadaleta wanted to publicly thank Mrs. Coye as the children enjoyed the presentation.
- Mrs. Gadaleta updated the Board as to snowplow damage that had occurred to the north gate. Mrs. Gadaleta noted that the town notified Mr. Sulisty of the damage and informed him they would repair the damaged pole when the weather got warmer.
- Mrs. Gadaleta asked the Board for feedback regarding the Genesis Parent Portal. Some parents have requested the portal be open at all times. The Board discussed the possibility of, in 2017-18, keeping the portal open for the upper building grades. Mrs. Gadaleta would also discuss with the EFTA.
- Mrs. Gadaleta confirmed with Straus Esmay that the district does have a policy in place permitting the district to have placement/testing/screening for incoming students to make sure they are properly placed.

XII. Meeting Open for Public Comment

- None

XIII. Adjournment

At 8:53 P.M. the Board of Education made a motion to adjourn. The next **Workshop Meeting** will be held on **March 1, 2017** at 7:30 P.M. in the Superintendent’s office. The next **Regular Meeting** will be held on **March 15, 2017**, at 7:30 P.M., in the Media Center.

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

Enrollment Count 2016-2017

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	17	8	9
Ms. Mitchell	1M	18	8	10
Ms. Adair	2A	19	10	9
Mrs. Massaro/Mrs. Fitzgerald	2M/F	18	10	8
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	13	6	7
Ms. Craveiro	5C	12	7	5
Mrs. Buonomo	6B	13	3	9
Mrs. Dalton/Ms. Gomez	6D/G	13	4	10
TOTAL		224	107	117
Out-of-District		2*		
FINAL TOTALS		225		

*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	
March		
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				
TOTAL # of Reported Incidents	1	0	0	1	0	0				
Number of Unfounded Incidents	1	0	0	0	0	0				
Number of Founded Incidents	0	0	0	1	0	0				
Violence & Vandalism Incidents	0	1	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