

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a regular session on February 17, 2016, in the Media Center of the Essex Fells School. The meeting was called to order by the Board President, Mrs. Carol D'Alessandro at 7:30 P.M. 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 February 12, 2016. 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. Carol D'Alessandro, President – present
 Mrs. Shani Drogin – Vice-President, present
 Mrs. Kris Heugel – present
 Dr. Steven LoCascio – present
 Dr. Michele Nitti – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; Mr. Steven J. Lella, Business Administrator/Board Secretary; one member of the EFS staff; and one member of the public.

III. Flag Salute

- The Board President led the salute to the flag.

IV. Public Comment on Agenda Items

- No comment.

V. President's Report

- No report.

VI. Superintendent's Report

- Mrs. Gadaleta provided the Board with a copy of the School Ethics Advisory Opinion which states Board member responsibilities.
- Mrs. Gadaleta informed the Board of an unfounded HIB report. A parent contacted Mrs. Gadaleta and Mrs. Gadaleta had Mrs. Codella and staff contact the parent to address the situation. Mrs. Gadaleta reminded the parent of the Boards responsibility to follow the procedure of the law of investigating and reporting. The parents and children talked independently to address the situation.
- Mrs. Gadaleta pointed out the resolutions regarding policy, the 2016-17 calendar, the IT Technician and the 5th grade teachers assigned to home schooling.

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): Karen Sarto
 Event: Payroll Workshop
 Location: Montclair BOE
 Date: 3/3/16
 Cost: \$0

Staff Member(s): Michelle V. Gadaleta
 Event: Various Conferences
 Location: Various
 Date: 11/17/15, 11/18/15, 11/19/15, 11/25/15, 12/1/15, 12/7/15, 1/6/16, 1/14/16, 1/19/16, 1/29/16
 Cost: \$115.28 mileage

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

2. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the 2016-2017 Essex Fells School Calendar.

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

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

- | | |
|------------------------|---|
| Policy/Regulation 1240 | Evaluation of Superintendent (Revised) |
| Policy/Regulation 3221 | Evaluation of Teachers (Revised) |
| Policy/Regulation 3222 | Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (Revised) |
| Policy/Regulation 3223 | Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (Revised) |
| Policy/Regulation 3224 | Evaluation of Principals, Vice Principals, and Assistant Principals (Revised) |
| Policy 3431.1 | Family Leave (Teaching Staff) (Revised) |
| Policy 4431.1 | Family Leave (Support Staff) (Revised) |
| Policy 5337 | Service Animals (New) |
| Policy 5516 | Use of Electronic Communication and Recording Devices (ECRD) (Revised) |

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

4. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the following nurse substitute for the 2015-2016 school year, pending the usual criminal history and background check:

Dina Rizzuto-Francis Nurse (\$109/day)

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

5. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, movement on the salary guide for the following staff member effective February 1, 2016, pursuant to the terms of the negotiated agreement:

Teacher	From	To
Monica Craveiro	BA +15	BA +30

Moved by: Dr. LoCascio Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Marco Pannullo, IT Technician, part time, at a salary of \$45/hour, not to exceed 222 hours, from March 1st, 2016, through June 30th, 2016.

Moved by:	Dr. LoCascio	Seconded by:	Dr. Nitti
Ayes:	5	Nays:	0

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Field Placement for the following student from Montclair State University:

Stephanie Caro - School Psychology Externship
 Cooperating Teacher - Nicole Aramando
 Spring Semester, 2016

Moved by:	Dr. LoCascio	Seconded by:	Dr. Nitti
Ayes:	5	Nays:	0

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the approval of the following teachers to provide home instruction to student #230130 for 5 hours weekly, at the contracted rate of \$50 per hour, until further notice:

Dorotea Banek – 2 hours
 Monica Craveiro – 2 hours
 Candice Fitzgerald – 1 hour

Moved by:	Dr. LoCascio	Seconded by:	Dr. Nitti
Ayes:	5	Nays:	0

VIII. Business Administrator’s Report

- Mr. Lella provided the Board with updated 2016-17 Budget detail. He also noted that the Governor stated in his address that every school district in the state would receive increased state aid funding.

IX. Business Resolutions

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

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

Regular Session Minutes	11/18/15
Executive Session Minutes	11/18/15
Workshop Minutes	12/2/15
Executive Session Minutes	12/2/15
Regular Session Minutes	12/16/15

Moved by:	Dr. LoCascio	Seconded by:	Dr. Nitti
Ayes:	5	Nays:	0

2. **RESOLVED** that the Board of Education approves the bills and claims for February in the total amount of \$149,682.45 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 \$295,856.26 including \$275,605.62 for the gross payroll, \$4,567.30 for the Board’s share of FICA/Medicare and \$15,683.34 for the State’s share of FICA/Medicare.

Moved by:	Dr. LoCascio	Seconded by:	Dr. Nitti
Ayes:	5	Nays:	0

3. **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:	Dr. Nitti
Ayes:	5	Nays:	0

4. **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:	Dr. Nitti
Ayes:	5	Nays:	0

X. Old Business / Board Discussion

- Mrs. Gadaleta reported that there was no update regarding the 2015-16 Calendar Case.
- Mrs. Gadaleta stated that she had received positive feedback from the teachers regarding the STEAM program.
- Mrs. Gadaleta informed the Board that there were 22 registrations each in Pre-School and Kindergarten for 2016-17.

XI. New Business / Board Discussion

- Mrs. Gadaleta informed the Board that a new nurse sub was being approved. Mrs. Gadaleta also asked the Board if they would consider raising the Nurse substitute rate in the upcoming year from \$109 to \$125.
- Mrs. Gadaleta explained to the Board that she would be removing the kindergarten para from the 2016-17 Budget. Mrs. Gadaleta noted that having a para in a class size of 11 was not fiscally responsible. The Board agreed.
- Mrs. Gadaleta explained to the Board the recent struggles of one of the current out of district placements. Mrs. Gadaleta compared the cost of Garden Academy to Reed Academy, which included a home program. The Board discussed and would be open to the change in placements but agreed other options should still be researched.

XII. Meeting Open for Public Comment

- Mrs. Ellowitch explained to the Board how we are paying the lowest amount for nurse substitutes which makes it very difficult to obtain a sub.

XIII. Resolution to Enter Executive Session

The Board resolved to enter into Executive Session at 8:12 P.M., to discuss Buildings and Grounds. The items discussed in Executive Session will be disclosed to the public when the need to maintain confidentiality no longer exists.

Moved by:	Dr. LoCascio	Seconded by:	Dr. Nitti
Ayes:	5	Nays:	0

XIV. Adjournment

At 8:59 P.M. the Board of Education came out of Executive Session and made a motion to adjourn. The next Regular Meetings will be held on Wednesday, March 16, 2016 in the Media Center.

Moved by:	Dr. LoCascio	Seconded by:	Dr. Nitti
Ayes:	5	Nays:	0

Enrollment Count: 2015-2016

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	13	6	7
Mrs. Quinn/Ms. Burger	PS/PM	13	7	6
Mrs. Gann/Ms. Almeida	KG/A	17	9	8
Ms. Mitchell	KM	18	7	11
Mrs. Brutman	1B	16	9	7
Mrs. Massaro/Mrs. Hromoko	1M/H	16	9	7
Ms. McMahon	2M	14	9	5
Mrs. Roberts/Ms. Brower	2R/B	14	9	5
Ms. Cervino/Mrs. MacKenzie	3C/M	10	3	7
Mrs. Reynolds	3R	10	4	6
Mrs. Barshay/Ms. Franzi	4B/F	12	6	6
Mrs. Hacker	4H	12	6	6
Mrs. Banek	5B	11	3	8
Ms. Craveiro/Mrs. Fitzgerald	5C/F	12	2	10
Mrs. Buonomo/Mrs. Whitman	6B/W	11	5	6
Ms. Dalton	6D	10	5	5
Total		209	99	110
Out-of-District		4+		
FINAL TOTALS		213	99	110

+ Total includes 4 out-of-district students

Fire Drills: 2015-2016

Month	Fire Drill	Emergency Drill
September	9-15-15	Lockdown 9-10-15
October	10-27-15	Lockdown 10-22-15
November	11-2-15	Lockdown 11-23-15
December	12-4-15	Lockdown 12-18-15
January	1-26-16	Shelter-in-Place 1-28-16
February		
March		
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	9/16/15	10/21/15	11/18/15	12-16-15	1-20-16	2-17-16		
TOTAL # of Reported Incidents	0	0	0	0	0	1		
Number of Unfounded Incidents	0	0	0	0	0	1		
Number of Founded Incidents	0	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