

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a public session on September 18, 2013, in the Media Center of the Essex Fells School. The meeting was called to order by Board President Dr. Steven LoCascio at 7:30 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 January 2, 2013. 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 – 7:30 P.M.**

**II. Roll Call**

Mrs. Alison Cirenza, Vice-President ó present  
 Mrs. Carol D'Alessandro ó present  
 Mr. Peter Hutchinson ó absent  
 Dr. Steven LoCascio, President ó present  
 Dr. Michele Nitti ó present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; Mr. Steven J. Lella, Business Administrator/Board Secretary; Mr. Allan Paulson of Langan Energy Solutions LLC; and two staff members

**III. Flag Salute**

The President led the salute to the flag.

**IV. Public Comment**

No comment.

**V. President's Report**

**VI. Superintendent's Report**

- Mrs. Gadaleta informed the Board she would be submitting her Superintendent Merit Goals to the County Office for final approval and asked if any of the members of the Board had any questions.
- Mrs. Gadaleta informed the Board that the new Speech & Language Teacher had resigned and that until a replacement is found the district would hire a contracted service provider for coverage.
- Mrs. Gadaleta asked the Board if they had any questions on the presented policies and that they would be discussed at the October 2<sup>nd</sup> Workshop.
- Mrs. Gadaleta notified the Board that Back To School Night had an excellent turnout.
- Mrs. Gadaleta informed the Board that a new Media Specialist would be hired in the district.
- Mrs. D'Alessandro asked about Superintendent Resolution #7 regarding substitutes and parents filling in as a sub. Mrs. Gadaleta noted a parent sub would not be in the class with his/her child.
- The Board discussed substitute pay.

**VII. Superintendent's Resolutions**

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: John Trogani  
 Event: STRONGE Teacher Effective Performance Evaluation System Workshop  
 Location: FEA Conference Center (NJPSA)  
 Date: 9/16-17/13  
 Cost: \$0

Staff Member: Katie McNish  
Event: Art is Infinite / AENJ 2013 Conference  
Location: Hyatt, New Brunswick, NJ  
Date: 10/3-4/13  
Cost: \$125

Staff Members: Debbie Emma, Kristin Gann, Laura Short  
Event: Conquer Mathematics Workshop  
Location: Fairfield, NJ  
Date: 10/3/13  
Cost: \$125 per person

Staff Members: Sara Dalton, Jeanine Whitman  
Event: Conquer Mathematics Workshop  
Location: Fairfield, NJ  
Date: 10/10/13  
Cost: \$125 per person

Staff Member: Jeanine Whitman  
Event: Conquer Mathematics Workshop  
Location: Fairfield, NJ  
Date: 10/16/13  
Cost: \$125

Staff Member: Emily Calistri  
Event: Conquer Mathematics Workshop  
Location: Fairfield, NJ  
Date: 10/21/13  
Cost: \$125

Staff Members: Candice Belmont, Emily Calistri, Katie McLain, Jeanine Whitman  
Event: Non-Medication Treatments for ADHD Workshop  
Location: Hilton Garden Inn, Edison, NJ  
Date: 11/19/13  
Cost: \$189.99 per person

Staff Member: Steven Lella  
Event: Essex County ASBO Meetings  
Location: 540 Mill Street, Belleville, NJ  
Date: 9/19/13, 10/11/13, 11/6/13, 12/13/13, 1/9/14, 2/6/14, 3/6/13, 4/11/14, 5/9/14  
Cost: Part of Annual Dues

Moved by: Mrs. Cirenza  
Ayes: 4

Seconded by: Mrs. D'Alessandro  
Nays: 0

- 2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of attained Quantitative Merit Goals 1 & 2 for Michelle V. Gadaleta for the 2013-2014 school year.

Moved by: Mrs. Cirenza  
Ayes: 4

Seconded by: Mrs. D'Alessandro  
Nays: 0

- 3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the resignation of Olga Weinberger, Speech/Language Teacher, as of September 20, 2013.

**NOTE:** E-Mail attached

Moved by: Mrs. Cirenza  
Ayes: 4

Seconded by: Mrs. D'Alessandro  
Nays: 0

- 4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Kimberly Trafford, Library/Media Specialist, at (.5) MA+15, Step 1, at an annual salary of \$28,677.50, which will be prorated, beginning October 1, 2013, for the 2013-2014 school year.

Moved by: Mrs. Cirenza  
Ayes: 4

Seconded by: Mrs. D'Alessandro  
Nays: 0

- 5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the contract with Therapy Source Inc. for temporary speech services at a rate of \$90 per hour.

**AND BE IT FURTHER RESOLVED** that the Essex Fells Board of Education (hereinafter referred to as the "Board") hereby approves the terms, stipulations and conditions as established in the Client Agreement and Addendum between the Board and the Therapy Source, Inc., subject to any further review and approval by the Board attorney, which is incorporated herein by reference, and agrees to be bound thereby. The Board President and the Board Secretary are hereby authorized and directed to execute the attached Client Agreement and Addendum and any other documents necessary to effectuate said Client Agreement and Addendum.

Moved by: Mrs. Cirenza  
Ayes: 4

Seconded by: Mrs. D'Alessandro  
Nays: 0

- 6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, an adjustment to the Summer 2013 ABA services total budget for Ms. Patrice Lisante from \$445 to \$460.

Moved by: Mrs. Cirenza  
Ayes: 4

Seconded by: Mrs. D'Alessandro  
Nays: 0

- 7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the 2013-2014 Substitute List, at \$75/day, pending the required criminal history and background check:

Christine DiGiovanni

Moved by: Mrs. Cirenza  
Ayes: 4

Seconded by: Mrs. D'Alessandro  
Nays: 0

- 8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following members of the Local Professional Development Committee for the 2013-2014 school year:

Michelle Barshay  
 Candice Belmont  
 Susan Hacker  
 Kim McMahon  
 Katie McLain

Moved by: Mrs. Cirenza  
 Ayes: 4

Seconded by: Mrs. D'Alessandro  
 Nays: 0

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

Magic Afterschool Enrichment  
 Tuesdays ó 9/17/13 ó 11/12/13, 3:25-4:25pm ó Media Center

Cartooning Drawing  
 Wednesdays ó 9/18/13 ó 11/13/13, 3:25-4:30pm ó Media Center

Sports & Games  
 Wednesdays ó 9/18/13 ó 11/13/13, 3:25-4:30pm ó Gym & Outside Blacktop

Educational Apps - Enrichment  
 Wednesdays ó 9/18/13 ó 11/13/13, 3:25-4:30pm ó Technology Room

Cookie Making  
 Wednesdays ó 9/18/13 ó 11/13/13, 3:25-4:30pm ó Science Lab

Future Fashionistas  
 Thursdays ó 9/19/13 ó 11/14/13, 3:25-4:30pm ó Room 108

Mad Science  
 Thursdays ó 9/19/13 ó 11/14/13, 3:25-4:30pm ó Science Lab

Drama/Glee  
 Thursdays ó 9/19/13 ó 11/14/13, 3:25-4:30pm ó Media Center

All Sports  
 Thursdays ó 9/19/13 ó 11/14/13, 3:25-4:30pm ó Gymnasium

Moved by: Mrs. Cirenza  
 Ayes: 4

Seconded by: Mrs. D'Alessandro  
 Nays: 0

- 10. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the second reading and adoption of the following policies:

0000.02	Introduction (M) (Revised)
P3232	Tutoring Services (New)
R3232	Tutoring Services (Revised)
P5120	Assignment of Pupils (M) (Revised)
P5300	Automated External Defibrillators (AED) (M) (Revised)



001508 W88217TB0P1  
001505 W88217T60P1  
001510 W88217TH0P1  
001526 W88217SW0P1

Moved by: Mrs. Cirenza  
Ayes: 4

Seconded by: Mrs. D'Alessandro  
Nays: 0

- 14. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, that technology input of new programs by Jackie Castellano be increased 67 hours, at \$45/hour, during the summer 2013.

Moved by: Mrs. Cirenza  
Ayes: 4

Seconded by: Mrs. D'Alessandro  
Nays: 0

- 15. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Marisa Burger as Maternity/Disability Leave of Absence Teacher, BA, Step 1, at a prorated salary of \$40,739.20, from September 3, 2013 through on or about April 28, 2014.

Moved by: Mrs. Cirenza  
Ayes: 4

Seconded by: Mrs. D'Alessandro  
Nays: 0

- 16. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the adjustment to the Maternity/Disability Leave of Absence for Rosalie Almeida, beginning September 18, 2013 through on or about April 28, 2014, using a total of 23 sick days, and the remainder as unpaid leave of absence days.

NOTES: Email attached

Moved by: Mrs. Cirenza  
Ayes: 4

Seconded by: Mrs. D'Alessandro  
Nays: 0

**VIII. Business Administrator's Report**

- Mr. Allan Paulson of Langan Energy Solutions LLC presented the PSE&G Direct Install Program for Government and Non-Profit Facilities
  - o PSE&G is being mandated by the state to reduce their carbon footprint
  - o The program will make the district more efficient
  - o PSE&G pays for 100% of the cost upfront. Once complete, the district is responsible for paying back 20% of the cost, financed at 0% interest on the district's PSE&G bill over the next 2 years.
  - o The finance charge needs to be less than the monthly savings.
  - o Benefits: New LED lighting for the gymnasium and outside which will use half the energy.
  - o Dr. LoCascio commented on the proposed savings.
  - o Mrs. Gadaleta noted we expect to see improved lighting in the gym. Mr. Paulson stated the new lights will be cleaner, clearer, and larger than the current fixture and more of a white color versus the current yellow.
  - o Mrs. Cirenza asked what if additional fixtures were needed. Mr. Paulson responded that the program is a 1 for 1 swap.
  - o Dr. Nitti asked what areas would be changed outside. Mr. Paulson stated that the security lights outside would be replaced resulting in brighter lights using less electricity and containing longer lasting bulbs.

- Mr. Paulson stated to the Board that the program has to be cost effective to be put in place, which is shown in the proposal.
- Dr. LoCascio asked who is responsible for permits. Mr. Paulson informed the Board that the electrician would obtain all the necessary paperwork.
- Dr. Nitti asked for a picture of the gym lights and Mr. Lella asked for any reference information.
- Mrs. Cirenza asked if the new bulbs are safer and cleaner. Mr. Paulson confirmed they are.
- Mrs. Gadaleta asked when we could expect the program to begin, as we would need to find the time to schedule properly.

**IX. Business Resolutions**

1. **RESOLVED** that the Board of Education approves the bills and claims for September 2013 in the total amount of \$109,262.03 as certified by the Business Administrator/ Board Secretary; and

**BE IT FURTHER RESOLVED**, that the Board of Education approves the payroll for August 2013 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$48,409.27 including \$45,000.94 for the gross payroll, \$2,112.47 for the Board’s share of FICA/Medicare and \$1,295.86 for the State’s share of FICA/Medicare.

Moved by: Dr. Nitti  
Ayes: 4

Seconded by: Mrs. DiAlessandro  
Nays: 0

2. **RESOLVED** that the Board of Education approves the transfer of funds for the month of July & August as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by: Dr. Nitti  
Ayes: 4

Seconded by: Mrs. DiAlessandro  
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 July; and

**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. Nitti  
Ayes: 4

Seconded by: Mrs. DiAlessandro  
Nays: 0

**X. Old Business / Board Discussion**

- Mrs. Gadaleta asked if the Board thought of moving the October Board Meeting to the gymnasium to accommodate the NJASK Student Presentation. It was agreed the normal meeting in the Media Center would be sufficient.
- The Board had discussed substitute pay earlier.
- Mrs. Gadaleta provided the Board with pictures of the Essex Fells Science tables that were donated to the Bay Head School being used by the Bay Head students. The relationship continues to develop between the two districts, as the EFS 6<sup>th</sup> Grade will assist Bay Head with the upcoming sand dune planting project.
- The Board discussed the current residency policy and if any changes or updates should be made for the future. The policy will be addressed annually.

**XI. New Business / Board Discussion**

- Mrs. Gadaleta informed the Board that the 2014 Elections will be moved out of the Essex Fells School district to the Calvary Church.
- Mrs. Gadaleta informed the Board that Emily Calistri is the EFTA Affirmative Action Officer.
- A Committee for the upcoming QSAC needs to be assigned. In addition to Mrs. Gadaleta, Mr. Lella and Mr. Sulisty, 1 Board member and 1 Staff member are needed. Mrs. D'Alessandro volunteered for the Board.

**XII. Meeting Open for Public Comment**

No comment.

**XV. Adjournment**

The public meeting of the Board of Education was adjourned at 8:47 P.M. The next Workshop Meeting will be held on Wednesday, October 2, 2013 at 7:30 P.M. in the Superintendent's Office, and the next Regular Meeting of the Board of Education will be held on Wednesday, October 16, 2013 at 7:30 P.M. in the Media Center.

Moved by: Mrs. Cirenza  
Ayes: 4

Seconded by: Mrs. D'Alessandro  
Nays: 0



**Enrollment Count: 2013-2014**

Teacher	Section	Total	M	F
Ms. Mitchell/Ms. Almeida(Ms. Burger)-AM	PS	13	7	6
Ms. Mitchell/Ms. Almeida(Ms. Burger)-PM	PS	13	6	7
Mrs. Emma	KE	13	9	4
Mrs. Gann/Mrs. Short	KG/S	12(13)	7(8*)	5
Mrs. Massaro/Ms. Cervino	1M/C	19	7	12
Mrs. Brutman/Mrs. Hromoko	2B/H	11	5	6
Ms. McMahon	2M	12	5	7
Mrs. Perry/Ms. McLain	3P/M	13	3	10
Mrs. Reynolds	3R	13	3	10
Mrs. Barshay/Mrs. Calistri	4B/C	13	7	6
Mrs. Hacker	4H	11	6	5
Mrs. Banek	5B	18	6	12
Ms. Craveiro/Ms. Belmont	5C/B	19	8	11
Mrs. Buonomo/Mrs. Whitman	6B/W	13	8	5
Ms. Dalton	6D	13	8	5
<b>TOTALS</b>		<b>206</b>	<b>95</b>	<b>111</b>

\*PM session

**Fire Drills: 2013-2014**

Month	Fire Drill	Emergency Drill
September	9-16-13	
October		
November		
December		
January		
February		
March		
April		
May		
June		

**HIB / V&V Report**

As of Date of BOE Meeting	9/18/13								
TOTAL # of Reported Incidents									
Number of Unfounded Incidents									
Number of Founded Incidents									

**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