

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a public session on September 21, 2011 in the Media Center of the Essex Fells School. The meeting was called to order by Board President Michele Nitti at 7:30 P.M. Dr. Nitti 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 May 4, 2011. 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 – present
 Mrs. Carol D'Alessandro – present
 Mr. Peter Hutchinson – present
 Dr. Steven LoCascio, Vice-President – present
 Dr. Michele Nitti, President – present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal, Mr. Michael Davison, Business Administrator/Board Secretary, three teachers, and several Essex Fells Families.

III. Flag Salute

The President led the salute to the flag.

IV. Public Comment

No public comment.

V. President's Report

The President reported that the Board would table the approval of the Strauss Esmay policies for further public review. The policy manual approval resolution may be placed on the October 19, 2011 meeting agenda.

VI. Superintendent's Report

The 2011-2012 school year had a smooth opening. Back to School Night was well attended and positive feedback was received about the "Meet our EFS Staff" books. The Superintendent thanked the PTA for hosting the Back to School Book Fair.

The Superintendent thanked the PTA and Garden Club for organizing the beautiful rejuvenation of the school grounds. The staff and students greatly appreciate the time and effort that has gone into the project.

Tonight recognition was given to the students who earned a perfect score of 300 on the Spring NJASK state tests. The Superintendent thanked to the parents and teachers for encouraging and preparing these students to strive and attain this goal. Our community is proud of your students' achievements.

The I-pads, generously purchased by the Foundation and PTA for our students and staff, are being used in each classroom in whole and small group situations. Both free and approved apps are being utilized during lessons in all subject areas.

The NJQSAC monitoring corrective action documents have been submitted and approved by the NJDOE.

District/Superintendent goals have been drafted for approval this evening. The goals focus on raising Advanced Proficient test scores, making necessary facility upgrades, keeping communication open with the community, adopting the new policy manual, researching new math materials, and negotiating a contractual agreement with the teachers association.

EFS has been allocated \$2,980 in NCLB funds and \$51,374 in IDEA funds from entitlement grants. These grants will both be submitted for approval in the next month.

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 9250 for Professional Development:

Staff Member: Linda Costello
Event: Foundations Level 1 Training
Location: Grace Norton Rogers School, Hightstown, NJ
Date: 9/12/11
Cost: 0

Staff Members: Dorotea Banek, Monica Craveiro, Katie McLain
Event: Comet Scenario Teacher Workshop
Location: Buehler Challenger & Science Center, Paramus
Date: 9/13/11
Cost: covered by EFFEE

Staff Member: Catherine Codella
Event: Bullying/Harassment Training
Location: Parsippany
Date: 9/21/11
Cost: 0

Staff Member: Deborah Raimo
Event: Smart Board Workshop
Location: MSU
Date: 9/21/11
Cost: 0

Staff Member: Sara Dalton
Event: Bits and Pieces Math Workshop
Location: Conquer Mathematics, 75 Lane Road, Fairfield
Date: 9/22/11
Cost: \$95

Staff Members: Caitlin Candio Sekel, Jeanine Whitman
Event: Strategies for Teachers of Students with Visual Impairments Workshop
Location: Mercer Community College
Date: 10/21/11
Cost: 0

Staff Member: Sonja Oftedal
Event: Getting to Know Your i-Pad
Location: Bergen County ETTC
Date: 11/3/11
Cost: \$60

Staff Members: Katie McLain, Sonja Oftedal, Laura Shott, Jeanine Whitman, Emily Ziccardi
Event: Using the i-Pad to Support Special Education Students Workshop
Location: Bergen County ETTC
Date: 11/22/11
Cost: \$60 per person

Staff Members: Dorotea Banek, Nina Buonomo
 Event: i-Pad as a Writing Tool
 Location: Bergen County ETTC
 Date: 12/8/11
 Cost: \$60 per person

Staff Member: Jackie Castellano
 Events: NJECC, Essex County G&T, Apple Store *
 Location: Various
 Date: Various
 Cost: 0

Staff Member: Sonja Oftedal
 Event: Monthly Special Education Roundtable Meetings *
 Location: Pal's Cabin
 Date: Various
 Cost: 0

NOTE: * Attachment B

Moved by: Mrs. Cirenza
 Ayes: 5

Seconded by: Dr. LoCascio
 Nays: 0

2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the District Goals for the 2011-2012 school year.

Moved by: Mrs. Cirenza
 Ayes: 5

Seconded by: Dr. LoCascio
 Nays: 0

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the use of facilities/gymnasium-fields-preschool classroom by Somebody's Childish, Inc. (Tiny Treasures Child Care & Les Enfants) from 3:15 - 6:00 P.M. for the 2011-2012 Extended School Day Program.

Moved by: Mrs. Cirenza
 Ayes: 5

Seconded by: Dr. LoCascio
 Nays: 0

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the use of facilities/gymnasium by the Essex Fells Health Department for the Annual Flu Clinic on 10/15/11 from 9:00 A.M. to 12:00 P.M.

Moved by: Mrs. Cirenza
 Ayes: 5

Seconded by: Dr. LoCascio
 Nays: 0

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the use of facilities/field by the PTA for a Fall Harvest Festival on 10/22/11 from 2:00-6:00 P.M.

NOTE: EFRD will move the soccer game (per phone conversation with Rob Lombardy, on 9/15/11).

Moved by: Mrs. Cirenza
 Ayes: 5

Seconded by: Dr. LoCascio
 Nays: 0

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the use of facilities/gymnasium by the Essex Fells Recreation Department for the Youth Basketball Program from approximately 11/14/11 to 3/9/12.

NOTE: Except 11/18/11 for the Variety Show (per phone conversation with Rob Lombardy on 9/15/11).

Moved by: Mrs. Cirezza
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the use of facilities/fields by the West Essex FC (travel soccer club) from September through December 2011.

NOTE: Scheduling to be coordinated with Essex Fells Recreation Department.

Moved by: Mrs. Cirezza
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, participation in the Sussex County Regional Cooperative for transportation services for the 2011-2012 school year.

Moved by: Mrs. Cirezza
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

9. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following additions to the 2011-2012 substitute list, pending the usual criminal history and background check:

Nicole Bakirtzis*
Susanne Keane*
Jim Ponczek

NOTE: Attachment C

Moved by: Mrs. Cirezza
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

10. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the contract with NewWrx Plus LLC to assist in the area of IT work at a rate of \$40/hr.

Moved by: Mrs. Cirezza
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

11. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the decommissioning of computers in the Media Center.

NOTE: Attachment D

Moved by: Mrs. Cirezza
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

12. **RESOLVED** that the Board of Education accepts and approves the recommendation of the Superintendent authorizing the submission of FY 2012 NCLB and IDEA Entitlement Grants in the amounts of:

| | |
|----------------------|-----------------|
| NCLB Title II Part A | \$ 2,980 |
| IDEA Preschool | \$ 3,787 |
| IDEA Basic | <u>\$47,587</u> |
| Total | \$51,374 |

Moved by: Mrs. Cirenza
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

VIII. Business Administrator's Report

The Business Administrator reported that the fire alarms have not triggered an alarm since replacement of the base and circuit board in Zone 10. The services companies that was consulted on the Zone 10 issue advised the district that based upon the age and the issues with the panel, a replacement system should be considered.

The HVAC contractor who will be completing the installation of the boilers was in district to review the project. The project was slated to begin no later than September 20. The project has not begun but is scheduled to begin on September 26. The vendors are aware that the project needs to be completed by October 15, 2011.

The district will be replacing the wood fence located by the kindergarten. The fence is falling down and there is a section which is missing. We have received a quote to replace the wood fence and will additionally add wire fencing on the bottom half for safety reason.

IX. Business Resolutions

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

| | |
|---------------------------|-----------------|
| Workshop Meeting Minutes | August 10, 2011 |
| Executive Session Minutes | August 10, 2011 |
| Regular Meeting Minutes | August 17, 2011 |

Moved by: Dr. LoCascio
Ayes: 5

Seconded by: Mr. Hutchinson
Nays: 0

2. **RESOLVED** that the Board of Education approves the bills and claims for September 21, 2011 in the total amount of \$160,149.11 as certified by the Business Administrator/Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for August 2011 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$49,207.52 including \$45,721.87 for the gross payroll, \$2,149.51 for the Board's share of FICA/Medicare and \$1,336.14 for the State's share of FICA/Medicare.

Moved by: Dr. LoCascio
Ayes: 5

Seconded by: Mr. Hutchinson
Nays: 0

3. **RESOLVED** that the Board of Education approves the transfer of funds for the month of August 2011 as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by: Dr. LoCascio
Ayes: 5

Seconded by: Mr. Hutchinson
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 July 2011; 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. LoCascio
Ayes: 5

Seconded by: Mr. Hutchinson
Nays: 0

5. **WHEREAS** the Board of Education recognizes both the Essex Fells PTA and the Essex Fells Foundation for Educational Excellence as recognized organizations of the Essex Fells School; and

WHEREAS the Essex Fells Board of Education holds a General Liability Insurance Policy with The New Jersey School Boards Insurance Group;

NOW, THEREFORE BE IT RESOLVED, that the Essex Fells Board of Education approve extending the district's general liability coverage for Board of Education approved events that take place on school property and are sponsored by either the Essex Fells PTA or the Essex Fells Foundation for Educational Excellence.

Moved by: Dr. LoCascio
Ayes: 5

Seconded by: Mr. Hutchinson
Nays: 0

6. **RESOLVED**, that the Essex Fells Board of Education does hereby approve participation in the Alliance for Competitive Telecommunications (ACT) Agreement for Cooperative Purchasing of Telecommunication Services:

The Essex Fells Board of Education agrees to participate in the Alliance for Competitive Telecommunications with the Middlesex Regional Educational Services Commission (MRESC) Cooperative Pricing System 65MCESCCPS and the New Jersey Association of School Business Officials (NJASBO). The MRESC shall be the lead Agency for this program. All current and future members of the MRESC Cooperative Pricing system are invited to participate in the Alliance for Competitive Telecommunications, which is intended to fulfill school districts obligation under 18A:55-3 and offer other co-op members a competitive pricing model.

The Co-op Member shall provide the awarded vendor with accurate data, i.e. telephone line numbers, locations and any other appropriate information necessary for the provision of service.

The Co-op Member may accept the contract award to the successful vendor(s) for such services as may be needed if it is advantageous to do so. The Co-op Member shall not withdraw from this agreement if they award a contract to the named vendor(s).

The Co-op Member understands that the services to be provided under this cooperative purchasing agreement may include dial tone/local calls (where available), regional toll calls, long distance toll calls and voice over internet protocol (VOIP) when such option is chosen by the participating Co-op Member.

All fees for the work of the MRESC and the expenses of NJASBO will be incorporated into the price for services as provided by the successful vendor(s). A 3% fee has been established and will be incorporated in the bid specifications.

Moved by: Dr. LoCascio
Ayes: 5

Seconded by: Mr. Hutchinson
Nays: 0

X. **Old Business / Board Discussion**

Copies of QSAC Corrective Action Plan were submitted – Attachment E.

XI. **New Business / Board Discussion**

The Board discussed the meeting that was attended by two Board members and the administration regarding the shared service agreement. It was reported to the Board that the town was requesting that the custodial staff of EFS take on cutting the grass on the fields. The consensus of the Board was to have the custodial staff provide the labor for cutting the fields, but the town would have to supply the machinery and training for the district's custodians to perform the work.

The Board discussed the interview process for the open Business Administrator position.

The Superintendent updated the Board regarding the Use of Facilities for the Fall Festival.

Mrs. D'Alessandro reported that she completed Governance Training I which also included HIB training.

XII. **Meeting Open for Public Comment**

A member of the public inquired as to whose responsibility it is to cut the grass on the district's fields.

XIII. **Adjournment**

The public meeting of the Board of Education was adjourned at 8:27 P.M. The next **Workshop meeting** of the Board of Education will be **Wednesday, October 5, 2011 at 7:30 P.M.** in the Superintendent's Office, and the next **Regular meeting** of the Board of Education will be **Wednesday, October 19, 2011 at 7:30 P.M.** in the Media Center.

Moved by: Mrs. Cirenza
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

Student Enrollment: 2011-2012

| Teacher | Section | Total | M | F |
|---------------------------------------|---------|------------|-----------|------------|
| Mrs. Gann/Ms. Almeida-AM | PS | 5 | 3 | 2 |
| Mrs. Emma | KE | 12 | 5 | 7 |
| Ms. McMahon/Ms. Almeida-PM | KM/A | 12/14* | 6/7* | 6/7* |
| Mrs. Massaro | 1LM | 14 | 5 | 9 |
| Ms. Mitchell | 1KM | 13 | 3 | 10 |
| Ms. Belmont | 2B | 13 | 7 | 6 |
| Mrs. Brutman/Mrs. Short | 2B/S | 13 | 7 | 6 |
| Mrs. Haberman | 3H | 18 | 6 | 12 |
| Mrs. Reynolds/Mrs. Hromoko | 3R/H | 20 | 8 | 12 |
| Mrs. Barshay(Mrs. Quinn)/Ms. Ziccardi | 4B/Z | 13 | 7 | 6 |
| Mrs. Hacker | 4H | 13 | 8 | 5 |
| Mrs. Banek | 5B | 14 | 8 | 6 |
| Ms. Craveiro/Ms. McLain | 5C/M | 14 | 7 | 7 |
| Mrs. Buonomo | 6B | 15 | 6 | 9 |
| Ms. Dalton/Mrs. Whitman | 6D/W | 14 | 6 | 8 |
| TOTALS | | 204 | 93 | 111 |

*PM only

Fire Drills: 2011-2012

| Month | Fire Drill | Emergency Drill |
|-----------|------------|------------------|
| September | 9-12-11 | Lockdown 9-16-11 |
| October | | |
| November | | |
| December | | |
| January | | |
| February | | |
| March | | |
| April | | |
| May | | |
| June | | |

Respectfully submitted,

Michael Davison
Business Administrator/Board Secretary