

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a regular session on January 21, 2015, in the Media Center of the Essex Fells School. The meeting was called to order by the 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 7, 2015. 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.

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

II. Roll Call

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

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal; Mr. Steven J. Lella, Business Administrator/Board Secretary; and 5 members of the staff.

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 informed the Board that the teachers presented an idea for a staff run Before/After School Program. Mrs. Gadaleta informed Tiny Treasures that she would be presenting this idea to the Board. Mrs. Gadaleta discussed the program with the Board Attorney, and advised that any losses incurred from the program would be absorbed by the General Fund. Mr. Lella reviewed insurance with the district's broker. The Board discussed the idea as well as a potential survey to the community. Mrs. D'Alessandro asked if Mr. Lella could provide an analysis of the program compared to Tiny Treasures.
- Mrs. Gadaleta explained 3 new programs for the 2015-16 Budget regarding staffing. Mrs. Gadaleta noted that she will be increasing Art Therapy from 3.5 days to 4, and the Media Center position from 2.5 days to 3. Mrs. Gadaleta also explained the Art Enrichment program that was presented to her, which would add 1 full day to the Art staff. Mrs. Gadaleta explained that the program would involve the art teacher in the regular classroom with the teaching staff. The Board was interested and Mrs. Gadaleta will obtain feedback from the staff. The additional cost was discussed.
- Mrs. Gadaleta noted about a 50% response to the calendar survey. The Board reviewed the results and felt that the district should align with the West Essex calendar since Essex Fells is a sending district.
- Mrs. Gadaleta informed the Board that the WAAG would contain information regarding the upcoming PARCC Testing.

- Mrs. Gadaleta informed the Board that she had received her first Paraprofessional Professional Development request. Mrs. Gadaleta asked the Board if they would approve the PD as long as she felt it provided value to the para’s current job requirements. The Board agreed.
- In recognition of Board of Education Appreciation Month, Mrs. Gadaleta provided doughnuts and thanked the Board for their time and efforts.
- Mrs. Drogin asked about Superintendent Resolution #6, and Mrs. Gadaleta explained how this would allow for independent evaluations.

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: Catherine Codella
 Event: Self-Mutilation: An Act of Emotional Survival Training
 Location: Barnabas Health, West Orange, NJ
 Date: 1/16/15
 Cost: \$75.00

Staff Member: Susan Hacker
 Event: Geometry Measurement & Data Workshop
 Location: Conquer Mathematics Center, Fairfield, NJ
 Date: 1/30/15
 Cost: \$125.00

Staff Member: Lisa Massaro
 Event: Effective Strategies to Help Struggling Readers Workshop
 Location: Parsippany, NJ
 Date: 2/23/15
 Cost: \$229.00

Staff Member: Catherine Codella
 Event: Play and Language Workshop
 Location: Doubletree Hotel, Fort Lee, NJ
 Date: 2/27/15
 Cost: \$189.99

Staff Member: Katie McLain
 Event: BER Practical Strategies for Meeting and Exceeding the Rigorous
 CCSS for Writing Workshop
 Location: Parsippany, NJ
 Date: 2/27/15
 Cost: \$229.00

Staff Members: Rosalie Almeida, Stacey Perry
 Event: Geometry, Measurement & Data Workshop
 Location: Conquer Mathematics Center, Fairfield, NJ
 Date: 3/4/15
 Cost: \$125.00 per person

Moved by: Mrs. D’Alessandro
 Ayes: 5

Seconded by: Dr. Nitti
 Nays: 0

2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the revised Maternity/Disability Leave of Absence for Laura Brutman as follows:

November 13, 2014 – March 6, 2015 (returning on 3/9/15)
 15 days = sick leave; remainder = unpaid leave

NOTES: Letter attached

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the revision to the appointment of Laura Roberts Maternity/Disability Replacement Teacher, BA, Step 1, at a prorated salary of \$22,230.05 from November 3, 2014 through March 6, 2015.

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

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

Policy/Regulation 5600	Student Discipline/Code of Conduct (Revised)
Policy 8505	Wellness Policy/Nutrient Standards for Meals and Other Foods (Revised)

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

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

Essex Fells Daisy Troop
 2/20/15, 3/20/15, 4/17/15, 5/15/15, 5/6/12/15
 3:05-4:30pm, Media Center

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the services of the Essex Regional Educational Services Commission (ERESC) for the 2014-2015 school year for the following Child Study Team Services:

Social Assessments:	\$312.12 per assessment
Educational Evaluations:	\$312.12 per evaluation
Psychological Evaluations:	\$312.12 per evaluation
Speech Evaluations:	\$312.12 per evaluation
Bilingual Evaluations:	\$416.16 per evaluation
Additional Projective Tests:	\$322.52 per evaluation

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

VIII. Business Administrator's Report

- Mr. Lella updated the Board on the status of the 2015-16 Budget. All staff requests had been received as well as most quotes from vendors. Mr. Lella noted that at the February 4th workshop he would provide his detail summary sheets of each account line.
- Mr. Lella informed the Board that the Architect & Engineer would be coming out to the district on February 4th to review drawings and prepare specs for the upcoming and final boiler project. The drawings will be ready by the end of February with the advertisement to bidders to appear in March. Mr. Lella also stated that original testing for asbestos showed the boiler room to be clean, however the adjacent hallway ceiling had tested positive. The Architect & Engineer will prepare the specs with this in mind and will consult with New Wave Group, the districts Environmental & Engineering Consultant.
- Mr. Lella pointed out the Business Resolution pertaining to the SEMI Waiver.

IX. Business Resolutions

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

Workshop Meeting Minutes	12/3/14
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Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

2. **RESOLVED** that the Board of Education approves the bills and claims for January in the total amount of \$162,532. as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for December as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$320,263.29 including \$299,199.18 for the gross payroll, \$6,998.65 for the Board's share of FICA/Medicare and \$14,065.46 for the State's share of FICA/Medicare.

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

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

Moved by: Mrs. D'Alessandro 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 November; 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: Mrs. D'Alessandro Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

5. **THEREFORE BE IT RESOLVED** that this Board in accordance with N.J.S.A.18A:18A-9 authorize the School Business Administrator/Board Secretary to advertise and receive competitive bids for the following purchase of goods and/or services:

1.) Essex Fells School – Boiler Repairs/Replacement

Moved by: Mrs. D'Alessandro Seconded by: Dr. Nitti
 Ayes: 5 Nays: 0

6. **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 2015-2016 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 2015-2016 school year.

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

X. Old Business / Board Discussion

- The latest policy revision regarding Substance Abuse will be reviewed at the February 4th Workshop. Mrs. Gadaleta informed the Board that there will be a speaker during the year coinciding with the PTA Meetings to cover this policy as well as Social Media. A third topic will also be addressed during the year.

XI. New Business / Board Discussion

- Mrs. Gadaleta stated that it was brought to her attention that Essex Fells Students are being nominated for Leadership Awards within the National Youth Leadership Forum. Mrs. Gadaleta explained the program and nomination procedure and the Board discussed their experiences with the program. Upon discussion, Mrs. Gadaleta will inform the staff that we will no longer be participating in the program.

XII. Meeting Open for Public Comment

- On behalf of the staff, Mrs. Fitzgerald thanked the Board of Education for their time and effort.

XIII. Resolution to Enter Executive Session

The Board resolved to enter into Executive Session at 8:43 P.M. to discuss contractual negotiations. The items discussed in Executive Session will be disclosed to the public when the need to maintain confidentiality no longer exists.

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

The Board exited the Executive Session at 10:23 P.M. and returned to the regular public meeting.

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

XIV. Adjournment

The public meeting of the Board of Education was adjourned at 10:23 P.M. The next **Workshop Meeting** of the Board of Education will be held on **Wednesday, February 4, 2015** in the Superintendent's Office and the next **Regular Meeting** will be held on **Wednesday, February 18, 2015** in the Media Center.

Moved by: Mrs. D'Alessandro
Ayes: 5

Seconded by: Dr. Nitti
Nays: 0

Enrollment Count: 2014-2015

Teacher	Section	Total	M	F
Mrs. Quinn/Ms. Burger	PS/AM	12	7	5
Mrs. Quinn/Ms. Burger	PS/PM	13	4	9
Mrs. Gann	KG	15	9	6
Ms. Mitchell/Mrs. Short	KM/S	13	6	7
Mrs. Brutman/Mrs. Hromoko	1B/H	14	9	5
Mrs. Massaro	1M	14	9	5
Ms. McMahon/Ms. Almeida	2M/A	12	5	7
Mrs. Perry	2P	9	3	6
Ms. Cervino	3C	11	6	5
Mrs. Reynolds/Ms. McLain	3R/M	10	5	5
Mrs. Barshay	4B	12	2	10
Mrs. Hacker/Mrs. Calistri	4H/C	12	3	9
Mrs. Banek/Ms. Belmont	5B/B	11	5	6
Ms. Craveiro	5C	12	7	5
Mrs. Buonomo	6B	19	8	11
Ms. Dalton/Mrs. Whitman	6D/W	19	7	12
Total		208	95	113
Out-of-District		4+		
FINAL TOTALS		212	95	113

+ Total includes 4 out-of-district students

Fire Drills: 2013-2014

Month	Fire Drill	Emergency Drill
September	9/8/14	Lockdown 9/16/14
October	10/8/14	Shelter in Place 10/2/14
November	11/12/14	Lockdown 11/19/14
December	12/15/14	Lockdown 12/9/14
January		Lockdown 1/20/15
February		
March		
April		
May		
June		

HIB / V&V Report

As of Date of BOE Meeting	9/17/14	10/15/14	11/19/14	12/17/14	1/21/15				
TOTAL # of Reported Incidents	0	0	0	1	0				
Number of Unfounded Incidents	0	0	0	1	0				
Number of Founded Incidents	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