

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a public session on September 17, 2014, in the Gymnasium 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 September 3, 2014. 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. 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; 10 staff members, and approximately 95 members of the public (who left after NJASK presentation).

**III. Flag Salute**

**IV. Public Comment**

No comment.

**V. President's Report**

- Dr. LoCascio welcomed and congratulated the children and families in attendance that had perfect scores on NJASK testing.

**VI. Superintendent's Report**

- Mrs. Gadaleta presented awards to the children who received perfect NJASK scores.
- Mrs. Gadaleta informed the Board that we had received our NJQSAC approval letter from the state.
- Mrs. Gadaleta informed the Board that we had received notification of meeting the IDEA Compliance Requirements for 2012-13.
- Mrs. Gadaleta pointed out 2 additions to Superintendent's Resolution #1, and also recognized Mrs. Natalino for her time at Essex Fells, as resolution #3 stated her resignation.

**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 Members: Candice Belmont, Monica Craveiro  
 Event: PARCC Frameworks for 5<sup>th</sup> Grade Workshop  
 Location: Conquer Mathematics Center, Fairfield, NJ  
 Date: 9/24/14  
 Cost: \$125

Staff Member: Katie McNish  
Event: Make Your Mark/2014 Fall Art Conference  
Location: Ocean Place Resort & Spa, Long Branch, NJ  
Date: 10/6-7/14  
Cost: \$190

Staff Members: Laura Brutman, Deana Hromoko  
Event: Number & Operations in Base Ten Workshop  
Location: Conquer Mathematics Center, Fairfield, NJ  
Date: 10/7/14  
Cost: \$125

Staff Member: Susan Hacker  
Event: Number & Operations Algebraic Thinking Workshop  
Location: Conquer Mathematics Center, Fairfield, NJ  
Date: 10/10/14  
Cost: \$125

Staff Member: Judi Reynolds  
Event: Self-Regulation in Children Workshop  
Location: Embassy Suites, Parsippany, NJ  
Date: 10/27/14  
Cost: \$189.99

Staff Member: Nicole Cervino  
Event: Number & Operations in Base Ten Workshop  
Location: Conquer Mathematics Center, Fairfield, NJ  
Date: 11/10/14  
Cost: \$125

Staff Member: Judi Reynolds  
Event: Geometry – Measurement & Data Workshop  
Location: Conquer Mathematics Center, Fairfield, NJ  
Date: 12/1/14  
Cost: \$125

Staff Member: Candice Belmont  
Event: Number & Operations - Fractions Workshop  
Location: Conquer Mathematics Center, Fairfield, NJ  
Date: 12/3/14  
Cost: \$125

Staff Member: Katie McLain  
Event: Special Education Place Value - Algorithms Workshop  
Location: Conquer Mathematics Center, Fairfield, NJ  
Date: 12/12/14  
Cost: \$125

Staff Members: Candice Belmont, Monica Craveiro  
Event: Geometry, Measurement & Data Workshop  
Location: Conquer Mathematics Center, Fairfield, NJ  
Date: 2/2/15  
Cost: \$125

Staff Member: Steven Lella  
 Event: Essex County Association of School Business Officials Meetings  
 Location: Belleville, NJ  
 Date: 9/17/14, 10/15/14, 11/12/14, 1/21/15, 2/18/15, 3/18/15, 4/15/15, 5/20/15  
 Cost: \$250

Staff Member: Steven Lella  
 Event: NJASBO Programs  
 Location: Rockaway NJ  
 Date: 9/30/14, 10/16/14, 11/19/14, 12/11/14, 1/22/15, 2/26/15, 3/26/15, 4/16/15  
 Cost: \$400 (\$50 each)  
 Mileage: \$91.84 (\$11.48 each)

Staff Member: Steven Lella  
 Event: NJASA Collective Bargaining  
 Location: Monroe Twp, NJ  
 Date: 10/1/14  
 Cost: \$120  
 Mileage: \$28.88

Staff Member: Michelle V. Gadaleta  
 Event: NJASA Collective Bargaining  
 Location: Monroe Twp, NJ  
 Date: 10/1/14  
 Cost: \$120  
 Mileage: \$28.88

Moved by: Dr. Nitti  
 Ayes: 5

Seconded by: Mrs. D'Alessandro  
 Nays: 0

- 2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the list of possible field trips for the 2014-2015 school year:

**NOTE:** See Attachment A

Moved by: Dr. Nitti  
 Ayes: 5

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 Kathleen Natalino, Administrative Assistant to the Business Office, effective 10/8/14.

Moved by: Dr. Nitti  
 Ayes: 5

Seconded by: Mrs. D'Alessandro  
 Nays: 0

- 4. **RESOLVED** that the Board of Education retroactively accepts and approves, as recommended by the Superintendent, Jackie Castellano for technology input/infrastructure during the summer of 2014 at \$45/hour for an additional .5 hours.

Moved by: Dr. Nitti  
 Ayes: 5

Seconded by: Mrs. D'Alessandro  
 Nays: 0

5. **RESOLVED** that the Board of Education retroactively accepts and approves, as recommended by the Superintendent, Nicole Aramando for the 2014 Extended School Year (ESY) Program for an additional 3 hours on 8/5/14 at \$45/hour.

Moved by: Dr. Nitti  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

6. **RESOLVED** that the Board of Education retroactively accepts and approves, as recommended by the Superintendent, Sarah Fernandes for CST duties during the summer of 2014 at \$45/hour for an additional 40 hours.

Moved by: Dr. Nitti  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following stipend position for the 2014-2015 school year at the contractual rate:

Catherine Codella (replacing Nina Buonomo)  
Student Council - \$650 \*split

Moved by: Dr. Nitti  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following addition to the substitute list for the 2014-2015 school year, at \$80/day, pending the usual criminal history and background check:

Marco Pannullo                      Teacher

Moved by: Dr. Nitti  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

9. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following student from the Caldwell College:

Mia Zarro, Art Therapy/Counseling Intern  
Catherine Codella, Cooperating Teacher  
September 4 – December 11, 2014, 1.5 days per week

Moved by: Dr. Nitti  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

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

Grants Committee Meeting  
Wilson Room in Media Center, 2:30-3:00pm  
Friday, 9/19/14

Sixth Grade Parent Meeting  
Media Center, 6:30-7:45pm  
Wednesday, 9/24/14

Afterschool Enrichment: Chef It Up Kids K-3  
 Science Room (#105), 3:15-4:25pm  
 Wednesdays from 10/1/14 – 11/19/14

Afterschool Enrichment: Keyboarding  
 Technology Room (#101), 3:15-4:25pm  
 Wednesdays from 10/1/14 – 11/19/14

Afterschool Enrichment: Silly Sports  
 Gymnasium, 3:15-4:25pm  
 Thursdays from 10/2/14 – 11/20/14

Afterschool Enrichment: Knitting  
 Mrs. Barshay's Classroom (#109), 3:15-4:25pm  
 Thursdays from 10/2/14 – 11/20/14

Moved by: Dr. Nitti  
 Ayes: 5

Seconded by: Mrs. D'Alessandro  
 Nays: 0

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

Bylaw 0141	Board Member Number and Term (Revised)
Bylaw 0143	Board Member Election and Appointment (Revised)
Policy 1581	Victim of Domestic or Sexual Violence Leave (New)
Policy 3125	Employment of Teaching Staff Members (Revised)
Policy 3230	Outside Activities (Revised)
Policy/Regulation 3240	Professional Development for Teachers and School Leaders (Revised)
Policy 4125	Employment of Support Staff Members (Revised)
Policy 4230	Outside Activities (Revised)
Policy 6511	Direct Deposit (New)
Policy/Regulation 2412	Home Instruction Due to Health Condition (Revised)
Policy/Regulation 2417	Student Intervention and Referral Services (Revised)
Policy/Regulation 2481	Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition (Revised)
Policy/Regulation 5200	Attendance (Revised)
Policy/Regulation 5610	Suspension (Revised)
Policy/Regulation 5611	Removal of Students for Firearms Offenses (Revised)
Policy 5612	Assaults on District Board of Education Members or Employees (Revised)
Regulation 5612	Assaults on District Board of Education Members or Employees (New)
Policy/Regulation 5613	Removal of Students for Assaults with Weapons Offenses (New)
Policy 5620	Expulsion (Revised)
Policy/Regulation 8462	Reporting Potentially Missing or Abused Children(Revised)

Moved by: Dr. Nitti  
 Ayes: 5

Seconded by: Mrs. D'Alessandro  
 Nays: 0

12. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the plans presented by the 6<sup>th</sup> Grade Class of 2014 for landscaping in the areas surrounding the school bleachers.

Moved by: Dr. Nitti  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

13. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Out of District Transportation costs through the Sussex County Co-op (Student 230166) for the 2014-2015 school year in the following amounts:

Summer (2014) 30 days total at \$54.91/day

**Total Summer Program Not to Exceed** **\$1,647.30**

School Year (2014-15) 180 days total at \$86.00/day

**Total School Year Program Not to Exceed** **\$15,480.00**

Moved by: Dr. Nitti  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

14. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Out of District Transportation costs through the Sussex County Co-op (Student 150082) for the 2014-2015 school year in the following amounts:

School Year (2014-15) 180 days total at \$54.00/day

**Total School Year Program Not to Exceed** **\$9,720.00**

Moved by: Dr. Nitti  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

15. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Out of District Transportation costs through the Sussex County Co-op (Student 260256) for the 2014-2015 school year in the following amounts:

School Year (2014-15) 180 days total at \$139.00/day

**Total School Year Program Not to Exceed** **\$25,020.00**

Moved by: Dr. Nitti  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

**VIII. Business Administrator's Report**

- Mr. Lella provided an update on the Boiler Project. The project was complete except for a small piece of breaching that had to be custom made. The building and plumbing inspections would be done on Thursday, September 18<sup>th</sup> and the fire inspection on Friday the 19<sup>th</sup>.
- Dr. Nitti asked about the status of the oil tank testing. Mr. Lella responded that all testing had come back clean and that the LSRP, TetraTech, would file all the necessary paperwork with the State.

**IX. Business Resolutions**

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

Regular Meeting Minutes	8/6/14
Workshop Meeting Minutes	9/3/14

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

2. **RESOLVED** that the Board of Education approves the bills and claims for September 2014 in the total amount of \$276,649.80 as certified by the Business Administrator/ Board Secretary; and

**BE IT FURTHER RESOLVED**, that the Board of Education approves the payroll for August 2014 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$58,013.64 including \$53,928.73 for the gross payroll, \$2,743.61 for the Board's share of FICA/Medicare and \$1,341.30 for the State's share of FICA/Medicare.

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

3. **RESOLVED** that the Board of Education approves the transfer of funds for the months of August 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 months 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: Mrs. D'Alessandro	Seconded by: Dr. Nitti
Ayes: 5	Nays: 0

**X. Old Business / Board Discussion**

- No report.

**XI. New Business / Board Discussion**

- Mr. Lella asked if any of the Board members were interested in attending the New Jersey School Boards Conference in Atlantic City from October 28-30. The district will not have any representatives attending this year.
- Mrs. Gadaleta recognized the Garden Club for their planting of flowers throughout the campus.

**XII. Meeting Open for Public Comment**

- No comment.

**XIII. Adjournment**

The public meeting of the Board of Education was adjourned at 7:50 P.M. The next Workshop Meeting will be held on Wednesday, October 1, 2014 at 7:30 P.M. in the Superintendent’s Office. The next Regular Meeting will be held on Wednesday, October 15, 2014 at 7:30 P.M. 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	13	8	5
Mrs. Quinn/Ms. Burger	PS/PM	13	4	9
Mrs. Gann	KG	15	9	6
Ms. Mitchell/Mrs. Short	KM/S	14	6	8
Mrs. Brutman/Mrs. Hromoko	1B/H	14	9	5
Mrs. Massaro	1M	14	9	5
Ms. McMahan/Ms. Almeida	2M/A	11	4	7
Mrs. Perry	2P	10	4	6
Ms. Cervino	3C	11	6	5
Mrs. Reynolds/Ms. McLain	3R/M	11	5	6
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	18	7	11
Total		210	96	114
Out-of-District		3+		
<b>TOTALS</b>		<b>213</b>	<b>96</b>	<b>114</b>

+ Total includes 3 out-of-district students

**Fire Drills: 2013-2014**

Month	Fire Drill	Emergency Drill
September	9/8/14	Lockdown 9/16/14
October		
November		
December		
January		
February		
March		
April		
May		
June		



**HIB / V&V Report**

As of Date of BOE Meeting	9/17/14								
TOTAL # of Reported Incidents	0								
Number of Unfounded Incidents	0								
Number of Founded Incidents	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