

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a public session on October 19, 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, Mr. Jesse L. Cohen and members of the public.

III. Flag Salute

The President led the salute to the flag.

IV. Public Comment

No public comment.

V. President's Report

The President reported on the status of the BOE Goals and the policy manual approval.

VI. Superintendent's Report

The Superintendent thanked Mr. Michael Davison for the time he committed to the business office. Mrs. Gadaleta noted that his initiative and work ethic will be missed. She wished him the best as he ventures on to the next stage of his career as Business Administrator of Denville Public Schools as of October 31, 2011.

The Superintendent reported that this evening the Board of Education would be presented with a resolution to approve Mr. Jesse Cohen as the new Business Administrator for Essex Fells School. Mr. Cohen comes to EFS with years of financial experience most recently including two years as Business Administrator of Queen City Academy Charter School where he was responsible for multiple duties similar to EFS. Mrs. Gadaleta reported that the school looks forward to working with him upon his arrival in the new year.

The Superintendent reported that an updated Business Administrator job description has been developed.

The Superintendent reported that the students and staff have been trained on all new programs and technology enhancements added to our curriculum this year:

- The 4-6 graders have been independently working on the Language Arts Achieve 3000 program. After being pretested to determine their Lexile Level, articles are assigned on a common topic to each student in a grade.
- Rosetta Stone has been implemented in K-6th grades with positive feedback from students. Each child works independently on a computer with head phones to listen, read and speak the language at their own pace.
- MAP testing is in process for grades 2-6. Once all students have been tested, baseline data will be compiled and analyzed for areas of weakness to target. Winter and Spring testing will follow to track the progress of students, classes, and grades.

- I-Pads have been distributed and are being utilized in small and whole group lessons in each classroom from PreK-6th. Mrs. Gadaleta reported that she has observed the new technology in use during Math centers, Science, Social Studies, Reading and Handwriting, just to name a few.

VII. Superintendent's Resolutions

1. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following field trip:

12/21/11 - Chorus Students to Canterbury Village, West Orange, NJ

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 payment of the following travel related expenses in accordance with the travel policy 9250 for Professional Development:

Staff Members: Catherine Codella, Linda Costello
Event: An Introduction to Teasing and Bullying Workshop
Location: NJ Bar Foundation, New Brunswick
Date: 10/25/11
Cost: \$0

Staff Member: Susan Hacker
Event: Number Sense & Open Ended Questions Workshop
Location: MSU
Date: 10/26/11
Cost: \$100.00

Staff Members: Laura Brutman, Monica Craveiro, Susan Hacker, Lisa Massaro
Event: Everyday Mathematics Workshop
Location: Wilshire Grand Hotel, West Orange, NJ
Date: 11/2/11
Cost: \$0

Staff Member: Sara Dalton
Event: Shapes & Designs Workshop
Location: Conquer Mathematics, 75 Lane Road, Fairfield, NJ
Date: 11/7/11
Cost: \$95.00

Staff Members: Rosemarie Haberman, Judi Reynolds
Event: Common Core State Standards for English Language Arts Workshop
Location: Morris-Union Jointure, New Providence, NJ
Date: 11/16/11
Cost: \$65.00 per person

Staff Member: Rosalie Almeida
Event: Using the iPad to Support Special Education Students Workshop
Location: Bergen County ETTC
Date: 11/22/11
Cost: \$60.00

Staff Members: Laura Brutman, Kelly Mitchell, Candice Belmont
Event: Poddy Training – iPods & iPads in the Early Learning Environment
Location: Bergen County ETTC
Date: 11/29/11
Cost: \$60.00 per person

Staff Member: Sharon Zeman
Event: Northeast Conference for Speech & Language Pathologists
Location: Best Western, Fairfield, NJ
Date: 11/29/11
Cost: \$229.00

Staff Members: Debbie Emma, Kimberly McMahon
Event: Dr. Jean's Rock, Rhyme, Write & Read! Workshop
Location: The New Yorker Hotel, NYC
Date: 11/29/11
Cost: \$234.00 (\$199.00 per person – workshop; \$35 per person – parking)

Staff Member: Catherine Codella
Event: Character Ed Training/Conflict Resolution Part II
Location: NJ Bar Foundation, New Brunswick, NJ
Date: 12/1/11
Cost: \$0

Staff Member: Lisa Massaro
Event: Best Practices to Differentiate Writing Instruction Workshop
Location: Parsippany, NJ
Date: 12/5/11
Cost: \$215.00

Staff Member: John Viggiano
Event: Mary Jo Young Hands on Health Conference
Location: Crowne Plaza, Monroe, NJ
Date: 12/5/11
Cost: \$60.00

Staff Members: Sara Dalton, Susan Hacker
Event: Understanding Geometry Workshop
Location: MSU
Date: 12/14/11
Cost: \$100.00 per person

Staff Member: John Viggiano
Event: NJAHPERD Annual Conference
Location: Ocean Place Resort, Long Branch, NJ
Date: 3/5-6/12
Cost: \$90.00

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 following use of facilities requests:

Girl Scout Troop 21185 - Third Wednesday/monthly, Media Center
 Girl Scout Troop 20602 - 10/21, 11/18, 12/16, 1/20, 2/24, 3/23, 4/27, Media Center

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 adoption of the *Science Curriculum, K-6, Proposed Monthly Sequence of Content & Skills, Revised: 2011*.

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 2011-2012 School Safety Team members:

Michelle Gadaleta, Superintendent/Principal
 Catherine Codella, Specialist
 Jeanine Whitman, Coordinator
 Linda Costello
 Gail Ellowitch
 Lisa Massaro
 Kelly Mitchell
 Sonja Oftedal
 Deborah Raimo
 Sharon Zeman
 Emily Ziccardi
 Carol D'Alessandro, Parent Representative

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 submission of *A Uniform Memorandum of Agreement Between Education and Law Enforcement Officials – 2011 Revisions* to the Essex County Office of Education.

Moved by: Mrs. Cirenza
 Ayes: 5

Seconded by: Dr. LoCascio
 Nays: 0

7. **BE IT RESOLVED** that the Essex Fells Board of Education (hereinafter referred to as the "Board") appoints Jesse L. Cohen, as the Business Administrator/Board Secretary for the Essex Fells School District for the period beginning January 1, 2012 and ending on June 30, 2012.

BE IT FURTHER RESOLVED that this Employment Agreement has been submitted to and approved by the Executive County Superintendent, according to standards adopted by the Commissioner of Education, pursuant to N.J.S.A. 18A:7-8(j).

BE IT FURTHER RESOLVED that the Board approves the Employment Agreement with Jesse L. Cohen for the position of Business Administrator/Board Secretary for the foregoing period of appointment, which Employment Agreement is attached to this Resolution and made a part hereof.

BE IT FURTHER RESOLVED that the Board hereby authorizes the Board President and the Board Secretary/Business to execute, on behalf of the Board, the Employment Agreement by and between the Board and Jesse L. Cohen.

Moved by: Mrs. Cirenza
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the updated job description for the Business Administrator position.

Moved by: Mrs. Cirenza
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 addition to the 2011-2012 Substitute List:

Laura Quinn

Moved by: Mrs. Cirenza
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

10. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the second reading and adoption of the Strauss Esmay Policy Manual and Regulations as of October 19, 2011.

Moved by: Mrs. Cirenza
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

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

Moved by: Mrs. Cirenza
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

12. **WHEREAS**, the Anti-Bullying Bill of Rights, Assembly Bill 3466, was approved by the New Jersey Legislature in November 2010 and signed into law as P.L. 2010, c. 122, by Governor Chris Christie on January 5, 2011; and **WHEREAS**, the statute is intended to protect students from harassment and intimidation that would substantially interfere with their education; and **WHEREAS**, in a 2009 survey by the National Centers for Disease Control, one in five New Jersey students indicated they had been the subject of bullying on school grounds during the previous year; and **WHEREAS**, the Anti-Bullying Bill of Rights places expanded responsibilities on teachers, school administrators and boards of education to protect students from incidents of bullying, harassment and intimidation; and **WHEREAS**, the Anti-Bullying Bill of Rights designates the week beginning with the first Monday in October as "Week of Respect" throughout New Jersey; and **WHEREAS**, the law directs school districts to observe the "Week of Respect" through age-appropriate instruction in accordance with New Jersey's core curriculum content standards; and **WHEREAS**, the Essex Fells Board of Education recognizes the harmful impact of harassment and bullying on children and is committed to providing all of its students with a safe and secure learning environment free from intimidation; and

WHEREAS, the Essex Fells Board of Education supports the intent of the Anti-Bullying Bill of Rights to protect our children, as well as the goal of previous law to enhance training and instruction to prevent harassment, intimidation and bullying;

NOW, THEREFORE, BE IT RESOLVED, that the Essex Fells Board of Education declares October 2 through 8, 2011 as a “Week of Respect” in all district schools; and

BE IT FURTHER RESOLVED, that the “Week of Respect” will be a part of the Essex Fells Public Schools’ ongoing efforts to foster respect among students and staff for the diverse cultures and personalities represented in our school community; and

BE IT FURTHER RESOLVED, that copies of this resolution be sent to Governor Chris Christie, State Senator Richard Codey, Assembly Representatives Mila Jasey and John McKeon, the New Jersey School Boards Association and the Essex County School Boards Association.

Moved by: Mrs. Cirenza
Ayes: 5

Seconded by: Dr. LoCascio
Nays: 0

VIII. Business Administrator’s Report

The Business Administrator reported on the status of the boilers, the CMP and the M-1. He thanked the Board and Mrs. Gadaleta for the opportunity to have worked in Essex Fells.

IX. Business Resolutions

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

Special Session Minutes	9/7/11
Workshop Minutes	9/7/11
Regular Meeting Minutes	9/21/11

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 October 19, 2011 in the total amount of \$127,390.20 as certified by the Business Administrator/Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for September 2011 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$257,028.51 including \$238,830.11 for the gross payroll, \$2,044.06 for the Board’s share of FICA/Medicare and \$16,154.34 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 September 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 August 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 month 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. **RESOLVED** that the Board of Education approves the M1/Comprehensive Maintenance Plan for the period FY'11 through FY'13, and authorizes the Business Administrator/Board Secretary to submit the Plan to the Essex County Executive Superintendent of Schools.

Moved by: Dr. LoCascio
 Ayes: 5

Seconded by: Mr. Hutchinson
 Nays: 0

X. **Old Business / Board Discussion**

- Memo – Shared services with Borough of Essex Fells
- Boiler update

XI. **New Business / Board Discussion**

- Long-term substitute

XII. **Meeting Open for Public Comment**

A member of the public inquired as to whether the parents would be notified of MAP testing results.

XIII. **Resolution to Enter Executive Session (Personnel and Student Privacy)**

The Board of Education entered into Executive Session following the regular meeting to discuss personnel and student privacy matters. The matters discussed in executive session will be disclosed to the public when the need to maintain their confidentiality no longer exists. Formal action may be taken.

Moved by: Mr. Hutchinson
 Ayes: 5

Seconded by: Dr. LoCascio
 Nays: 0

XIV. **Addendum Resolution - Interim Business Administrator**

RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the contract with Summit Management Solution LLC for Interim Business Administrator services, at \$75.00/hour from on or about October 20, 2011 to on or about January 1, 2012.

Moved by: Dr. LoCascio
 Ayes: 5

Seconded by: Mrs. Cirenza
 Nays: 0

XV. Adjournment

The public meeting of the Board of Education was adjourned at 8:37 P.M. The next **Workshop meeting** of the Board of Education will be **Wednesday, November 2, 2011 at 7:30 P.M.** in the Superintendent's Office, and the next **Regular meeting** of the Board of Education will be **Wednesday, November 16, 2011 at 7:30 P.M.** in the Media Center.

Moved by: Dr. LoCascio
Ayes: 5

Seconded by: Mrs. Cirenza
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	10-18-11	
November		
December		
January		
February		
March		
April		
May		
June		

Respectfully submitted,

Michelle V. Gadaleta
Superintendent/Principal
for
Michael Davison
Business Administrator/Board Secretary