

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a Regular Meeting held in the Media Center on August 16, 2023. The meeting was called to order by the Board President, Mrs. Amanda Haber, at 7:30 P.M. Mrs. Haber 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 as of January 4, 2023. Agendas were mailed to the Clerk of the Borough of Essex Fells, the Progress, and the Star Ledger.

I. Call to Order – 7:30 P.M.

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

II. Roll Call

Mrs. Amanda Haber, President-Present
 Mr. John Toth, Vice-President-Present
 Mr. Raj Mehta-Present
 Mrs. Caragh Lavoie-Absent
 Mrs. Jacquelyn Burke-Absent

Also present: Dr. Michelle V. Gadaleta, Superintendent/Principal; Mr. Steven J. Lella, Business Administrator/Board Secretary; 2 Members of the Public and 2 Staff Members.

III. Flag Salute

- The Board President led the flag salute.

IV. President's Report

- None

V. Public Comment on Agenda Items Only

- None

VI. Superintendent's Report

- Dr. Gadaleta explained the Beyond the School Year programs taking place this summer, with ESSER 3 Funding. Due to small class sizes, the programs may not take place next summer.
- Dr. Gadaleta was pleased to report that the Class III Officer was approved by the borough.
- Dr. Gadaleta spoke about the Staff Orientation and PD, and other opening of school events.
- Dr. Gadaleta referred to the ESEA & IDEA grant resolution. Dr. Gadaleta also explained the reduction in ESEA funding, due to updated census information.
- Dr. Gadaleta explained the summer mailing.
- Dr. Gadaleta referenced the resolutions for substitute and paraprofessional rates.
- Dr. Gadaleta noted the resolution of a staff resignation. We will advertise for the opening. Dr. Gadaleta also noted that she is very pleased with the new 6th grade Language Arts appointment.
 - Mr. Toth asked about the new hire and resignation.

VII. Superintendent's Resolutions

RESOLVED that the Board of Education approves Superintendent Resolutions #01–21.

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(s): Stefania Focarino
Event: 23-24 Conquer Mathematics
Location: Pompton Plains, NJ
Date: 10/2/23, 11/15/23, 1/17/24, 2/1/24, 2/29/24
Cost: \$ 1,150.00

Staff Member(s): Marisa DeRites
Event: Community of Practice for Teachers and Professionals of
Preschool Students with Disabilities
Location: Virtual
Date: 9/12/23, 11/14/23, 1/9/24,3/12/24
Cost: \$ 0.00

Staff Member(s): Tracie Wieczorek
Event: Community of Practice for Teachers and Professionals of
Preschool Students with Disabilities
Location: Virtual
Date: 9/12/23, 11/14/23, 1/9/24,3/12/24
Cost: \$ 0.00

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Erica Santalla, 6th Grade Teacher, MA, Step 18, for the 2023-2024 school year, at the salary of \$95,515.00, pending the usual criminal history and background check for new hires.

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

3. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Use of Facilities Request extension for the following:PTA 6th Grade Representatives

Parent Meeting
Media Center
9/5/23 - 6:30pm-7:00pm

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

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4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the first reading and discussion of the following bylaws/regulations/policies:

P 2624 Grading System
R 2624 Grading System

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

5. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, that the Board of Education moves to suspend Bylaw 0131 and adopt new Policy 1642.01 and new Regulation 1642.01 and revised Policy 2419 and new Regulation 2419.

- | | |
|-----------|--------------------------------|
| P 1642.01 | Sick Leave |
| R 1642.01 | Sick Leave |
| P 2419 | School Threat Assessment Teams |
| R 2419 | School Threat Assessment Teams |

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

6. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the second reading and adoption of the following bylaws/regulations/policies:

- | | |
|------------|--|
| P 0144 | Board Member Orientation and Training (Revised) |
| P & R 2520 | Instructional Supplies (M) (Revised) |
| P 3217 | Use of Corporal Punishment (Revised) |
| P 4217 | Use of Corporal Punishment (New) |
| P 5305 | Health Services Personnel (M) (Revised) |
| P & R 5308 | Student Health Records (M) (Revised) |
| P & R 5310 | Health Services (M) (Revised) |
| P 6112 | Reimbursement of Federal and Other Grant Expenditures (M) (Revised) |
| R 6115.01 | Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New) |
| P 6115.04 | Federal Funds – Duplication of Benefits (M) (New) |
| P 6311 | Contracts for Goods or Services Funded by Federal Grants (M) (Revised) |
| P 7440 | School District Security (M) (Revised) |
| P 9100 | Public Relations (Abolished) |
| P 9140 | Citizens Advisory Committees (Revised) |

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

7. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the School District Professional Development Plan and Statement of Assurance for the 2023-2024 School Year.

NOTE: Copy in Superintendent’s Office

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

8. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the District Mentoring Plans and Statement of Assurance for the 2023-2024 School Year.

NOTE: Copy in Superintendent’s Office

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3 Nays: 0

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

EFFEE Meetings
 9/12/23, 10/10/23, 11/14/23, 12/2/23
 1/9/24, 2/13/24, 3/12/24, 4/9/24, 5/14/24
 Media Center – 7:00pm-8:30pm

Moved by: Mr. Toth Seconded by: Mr. Mehta

Ayes: 3 Nays: 0

10. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the donation in the amount of \$2,000.00 from The Rotary Club of The Caldwell’s to purchase new walkie-talkies for the 2023-2024 school year:

Moved by: Mr. Toth Seconded by: Mr. Mehta

Ayes: 3 Nays: 0

11. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the Emergency Operations Plan for Essex Fells School:

Moved by: Mr. Toth Seconded by: Mr. Mehta

Ayes: 3 Nays: 0

12. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the Safety and Security Procedures for Essex Fells School:

Moved by: Mr. Toth Seconded by: Mr. Mehta

Ayes: 3 Nays: 0

13. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the ESEA application for Fiscal Year 2023-2024 to the County Office of Education and accepts the grant award in the amount of \$2,797.

Title I-A	\$0
Title II-A	\$2,757
Title IV-A	<u>\$0</u>
Total	\$2,757

Moved by: Mr. Toth Seconded by: Mr. Mehta

Ayes: 3 Nays: 0

14. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the IDEA application for Fiscal Year 2023-2024 to the County Office of Education and accepts the grant award in the amount of \$61,284.

Basic	\$57,185
Preschool	<u>\$4,099</u>
Total	\$61,284

Moved by: Mr. Toth Seconded by: Mr. Mehta

Ayes: 3 Nays: 0

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

West Essex FC – Soccer Practice and Games
9/1/23 – 11/25/23
Fields – Afterschool and weekends

Moved by: Mr. Toth Seconded by: Mr. Mehta

Ayes: 3 Nays: 0

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

EFFD – Hose testing
7/10/23
Lower parking lot

Moved by: Mr. Toth Seconded by: Mr. Mehta

Ayes: 3 Nays: 0

17. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the resignation of Enrique Manlapid, 6th Grade Teacher, with October 6, 2023, as the last day of employment.

Moved by: Mr. Toth Seconded by: Mr. Mehta

Ayes: 3 Nays: 0

18. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent the appointment of, Mary C. Ummak, Substitute Teacher for the school year 2023-2024, pending the usual criminal history, background check and county approval.

Moved by: Mr. Toth Seconded by: Mr. Mehta

Ayes: 3 Nays: 0

19. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the following rates for substitutes for the 2023-2024 school year:

Teacher	\$125.00
Nurse	\$175.00

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

20. RESOLVED that the Board of Education accepts and approves, as recommended by the Superintendent, the paraprofessional rate of \$23.29 per hour for the 2023-2024 school year:

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

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

EFPD – Testing
 9/12/23 (5pm-9pm)
 Gymnasium

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

VIII. Business Administrator’s Report

- Mr. Lella noted and explained Business Resolutions 5-10.

IX. Business Resolutions

RESOLVED that the Board of Education approves Business Resolutions #01-10.

1. RESOLVED that the Board of Education accepts the minutes of the following meeting(s):

Regular Meeting Minutes	May 31 st , 2023
Regular Meeting Minutes	June 14 th , 2023
Executive Meeting Minutes	June 14 th , 2023
Special Meeting Minutes	July 6 th , 2023

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

2. RESOLVED that the Board of Education approves bills and claims for June in the amounts of \$28,255.24, \$78,082.09 & 6,641.24 for July in the amount of \$233,146.77, and August in the amount of \$276,952.73, as certified by the Business Administrator/Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for June as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$400,2418.00 including \$372,886.82 for the gross payroll, \$7,943.00 for the Board’s share of FICA/Medicare and \$19,411.18 for the State’s share of FICA/Medicare.

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for July as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$78,786.43 including \$73,324.19 for the gross payroll, \$4,350.23 for the Board’s share of FICA/Medicare and \$2,100.56 for the State’s share of FICA/Medicare.

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

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 March, April, & May;

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: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

4. RESOLVED that the Board of Education approves the transfer of funds for the months of June as certified by the Business Administrator and authorized by the Superintendent of Schools.

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

5. RESOLVED that the Board of Education approves an additional 308 hours for Hand2Heart – Meg Lipper, BCBA services for the 2023-24 school year, at \$95 per hour.

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

6. RESOLVED that the Board of Education accepts and approves, the acceptance of the School Security Grant Funds – Alyssa’s Law, Grant number 22E00195, in the amount of \$20,000.

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

7. RESOLVED that the Board of Education accepts and approves, NJ Apple Contract #1670625 through the Educational Service Commission of Morris County

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

8. **RESOLVED** that the Board of Education accepts and approves, Candice Fitzgerald at MA, step 8, \$69,115 for the 2023-24 School Year.

*Correction from May 31, 2023, agenda.

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

9. **RESOLVED** that the Board of Education approve appropriating additional fiscal year 2023 Extraordinary Aid funding to the 2023-24 school budget in the amount of \$154,441 to line account 11-120-100-101-01; and

BE IT FURTHER RESOLVED that the Essex Fells Board of Education acknowledges that it did not include an estimated Extraordinary Aid payment in the 2022-23 school budget and received an award of Extraordinary Aid in the amount of \$154,441; and

BE IT FURTHER RESOLVED that NJAC 6A:23A2.13(d)6 provides that a district Board of Education may, at any time without commissioner approval, appropriate surplus generated from state revenue such as Extraordinary Aid, that has been excluded from the excess surplus calculation in the prior year.

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

10. **RESOLVED** that the Board of Education approve appropriating additional fiscal year 2023 Nonpublic School Transportation funding to the 2023-24 school budget in the amount of \$1,248 to line account 11-000-270-518; and

BE IT FURTHER RESOLVED that the Essex Fells Board of Education acknowledges that it did not include an estimated Nonpublic School Transportation payment in the 2022-23 school budget and received a reimbursement of Nonpublic School Transportation costs in the amount of \$1,248; and

BE IT FURTHER RESOLVED that NJAC 6A:23A2.13.3(d)6 provides that a district Board of Education may, at any time without commissioner approval, appropriate surplus generated from state revenue such as Nonpublic School Transportation, that has been excluded from the excess surplus calculation in the prior year.

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

X. **Old Business / Board Discussion**

- Dr. Gadaleta explained the summer B&G projects.
 - Thank you to the PTA for funding the gym floor project, which looks great.
 - The track was paved and will be used for events such as Beyond the School Day and Girls On The Run.
 - The Kelly’s Corner project will begin shortly.
 - The carpeting in the faculty room was replaced.

- We will be obtaining additional quotes for the rotunda project. The original vendor backed out.
- Some of the classrooms will have thermostats replaced.
- The safety vestibule project is in progress.
- There will be field clean up, as well as grounds clean up and playground mulch installation.
- The Board discussed policy on the agenda.
- The Board will possibly review the After School Supervision Policy and unpaid invoices.
- Dr. Gadaleta noted the preschool program is currently 10 and 14.

XI. New Business / Board Discussion

- Dr. Gadaleta noted that she will be working on the 2024-25 school calendar draft, as West Essex has already provided a draft.

XII. Public Comment

- None

XIII. Resolution to Enter Executive Session

At 8:06 P.M. the Board made a motion to enter into Executive Session to discuss personnel. The items discussed in Executive Session will be disclosed to the public when the need to maintain their confidentiality no longer exists.

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

XIV. Adjournment

At 8 :18 P.M. the Board made a motion to adjourn. The next regular workshop meeting of the Board of Education will be held on **Wednesday, September 6, 2023, at 7:30 P.M.** in the Media Center.

Moved by: Mr. Toth

Seconded by: Mr. Mehta

Ayes: 3

Nays: 0

Respectfully Submitted,

Mr. Steven J. Lella
Business Administrator/
Board Secretary