

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a reorganizational/public session on June 19, 2013, in the Media Center of the Essex Fells School. The meeting was called to order by Board President Dr. Steven LoCascio at 7:39 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 2, 2013. 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 – 7:39 P.M.**

**II. Roll Call**

Mrs. Alison Cirenza, Vice-President ó present  
Mrs. Carol D'Alessandro ó present  
Mr. Peter Hutchinson ó present  
Dr. Steven LoCascio, President ó present  
Dr. Michele Nitti ó present

Also present: Mrs. Michelle V. Gadaleta, Superintendent/Principal, Mr. Steven J. Lella, Business Administrator/Board Secretary, four staff members, and the Mr. Robert Donahue, School Architect.

**III. Flag Salute**

The President led the salute to the flag.

**IV. Public Comment**

No comment.

**V. President's Report**

- No report.

**VI. Superintendent's Report**

- Mrs. Gadaleta spoke about the successful school year, especially the focus and resiliency of the community with all the current events of the past year, and wished everyone a safe summer.
- The first day of school for students will be Friday, September 6<sup>th</sup>. Friday will be a good start to the year with Spirit Day and an organizational day.
- Mrs. Gadaleta mentioned the 2 new hires for the 2013-2014 school year.

**VII. Reorganization Action Items**

1. **RESOLVED** that the Board of Education approves the existing curriculum for the 2013-2014 school year.

**NOTES:** See Attachment A

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

2. **RESOLVED** that the Board of Education approves the existing textbooks, workbooks and software for the 2013-2014 school year.

**NOTES:** See Attachment B

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

3. **RESOLVED**, that the Board appoints the Steven J. Lella as the purchasing agent for the Essex Fells School District for the 2013-2014 school year in accordance with N.J.S.A.18:18A-2b as revised, and assigned the authority, responsibility, accountability for purchasing on behalf of the Board, and having the power to prepare advertisements, advertise for and receive bids, and to award contracts pursuant to N.J.S.A.18A:18A-3a(Bid Threshold) at a bid threshold up to \$26,000, 18A:18A-37a-c (quotations), and 18A:18A-7 (Emergency Purchases), and prepare and issue all purchase orders in accordance with N.J.S.A.18A:18A et. seq. and applicable Board policies and regulations.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

4. **RESOLVED**, that the Board appoints the firm of Fogarty & Hara as Board Attorney, as per the proposal, for the 2013-2014 school year, at an hourly rate of \$165.00 for a partner and \$145 for an associate.

**NOTES:** See Attachment C

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

5. **RESOLVED** that Samuel Klein and Company be appointed to perform of the 2012-2013 audit in the amount of \$10,325.00 and be the auditor of record for the 2013-2014 school year

**NOTES:** See Attachment D

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

6. **RESOLVED** that the Brown & Brown Insurance be appointed as the broker of record for Worker's Compensation Insurance and the Property & Casualty Insurance for the 2013-2014 school year.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

7. **RESOLVED** that Brown & Brown Benefits Advisors be appointed as the broker of record for the Health & Dental benefits programs for the 2013-2014 school year.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

**8. RESOLVED** that pursuant to the requirements of NJPL 2011 Chapter 78, the Essex Fells Board of Education hereby resolves to implement a Section 125 Flexible Spending Account (FSA) program and update its Premium Only Plan (POP) effective September 1, 2013, as follows:

1. The Board accepts the recommendation of its group insurance broker, Brown & Brown Benefit Advisors, Inc. to designate Aflac/Wage Works as the Board's FSA administrator. This recommendation includes Aflac/Wage Works updating the district's POP at no cost.
2. The Board of Education appoints Brown & Brown Benefits Advisors, Inc. as its FSA and POP broker-of-record.
3. All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement these changes.

**BE IT FURTHER RESOLVED** that Board of Education approves the spending limits for FSAs as \$2,500 for medical and dental and as \$5,000 for dependent care for the 2013-2014 school year.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

**9. RESOLVED** that Robert E. Donahue be appointed Architect for the 2013-2014 school year, as per the proposal.

**NOTES:** See Attachment E

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

**10. WHEREAS**, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year-end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permits a board of education to transfer, unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Essex Fells Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year-end, and

**WHEREAS**, that the Essex Fells Board of Education has determined that any excess surplus above the combination of the allowable 2% of adjusted expenditures, \$260,000 to be designated for 2014-2015 and the amount awarded by the New Jersey Department of Education for 2012-2013 Extraordinary Aid, is available for such transfer,

**NOW THEREFORE BE IT RESOLVED** by the Essex Fells Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with applicable laws and regulations.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

11. **RESOLVED** that the Board of Education appoint Marie Criscuolo, as the Essex Fells Board of Education Treasurer of School Monies at an annual salary of \$2,601, commencing July 1, 2013 for the 2013-2014 school year.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

12. **RESOLVED** that the Board of Education designate the Chief School Administrator to approve line item transfers as are necessary between meetings of the Board effective July 1, 2013 to June 30, 2014. Such transfers shall be reported to the Board, ratified and recorded in the Minutes at a subsequent meeting of the Board in accordance with Policy and Code.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

13. **RESOLVED** that the Board of Education approves the 2013-2014 Petty Cash fund in the amount of \$300.00, to be administered by the Business Administrator/Board Secretary.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

14. **RESOLVED** that the Board of Education approves the appointment of Mr. Adi Sulisty, Facility Supervisor, as Integrated Pest Management Coordinator, Coordinator for Right-To-Know, AHERA and other health & safety and environmental programs mandated by the State of New Jersey, at a \$2,000.00 stipend, for the 2013-2014 school year.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

15. **RESOLVED** that the Board of Education approves the renewal of an agreement with New Wave Consultants, Inc, of Lincoln Park, New Jersey to provide mandatory environmental safety services under PEOSHA for the 2013-2014 school year, at an annual fee of \$1,500.00, services to include training, inspections and plan review update for Right To Know, Bloodborne Pathogens, Indoor Air Quality, AHERA and Integrated Pest Management.

**NOTES:** See Attachment F

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

16. **RESOLVED** that the Board of Education appoints Michelle V. Gadaleta as the 504 Officer for the 2013-2014 school year.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

17. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2013-2014 School Safety Team members:

Michelle Gadaleta, Superintendent/Principal  
Catherine Codella, Specialist  
Jeanine Whitman, Coordinator  
Linda Costello  
Gail Elłowitch  
Kelly Mitchell  
Deborah Raimo  
Emily Ziccardi  
Carol D'Alessandro, Parent Representative

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

18. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2013-2014 District Evaluation Advisory Committee:

Michelle Gadaleta	Evaluator
Alison Cirenza	BOE Representative
Amy Schachtel	Parent Representative
Judi Reynolds	Teacher Representative
Emily Ziccardi	Teacher Representataive
Sonja Oftedal	Special Ed Representative

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

19. **RESOLVED** that the Board of Education appoints the Business Administrator/Board Secretary as the district Affirmative Action Officer, Public Compliance Officer, and Custodian of Records for the 2013-2014 school year.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

20. **RESOLVED** that the Board of Education reaffirms its Policies, Bylaws and Regulations Guides for the 2013-2014 school year.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

21. **RESOLVED** that the Board of Education approve the renewal of an agreement with the Asbury Park Board of Education ó Information Technology Center of Asbury Park, New Jersey, for the continuation of software services for Budgetary/Accounting System and Payroll/Personnel System and Processing, including ID numbers and Computer Ports for the 2013-2014 school year at a fee of \$7,150.00.

**NOTES:** See Attachment G

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

22. **RESOLVED** that the Board of Education approves TD Bank as the official Bank Depository for the Board of Education for the 2013-2014 school year and approves the following signatories: the Board of Education President, the Board Secretary and the Treasurer of School Monies and approves the Principal for the Student Activity Account only.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

23. **RESOLVED** that The Progress be designated as the official newspaper of the Essex Fells Board of Education of the Township of Essex Fells, and The Star Ledger be designated as the second newspaper for the publication of official notices and notification of meetings.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

24. **RESOLVED** that the Board of Education grants authority to the Superintendent of Schools to pay bills between Board of Education meetings with subsequent Board of Education approval for the 2013-2014 school year.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

25. **RESOLVED** that the Board of Education approves the annual preschool tuition rate of \$2,000 per student for 2013-2014 school year for a 5-day, 3-hour program.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

26. **RESOLVED** that the Board of Education approves the 2013-2014 Custodial Holidays.

**NOTES:** See Attachment H

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

27. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Velma Conway, Occupational Therapist, for the 2013-2014 school year, at the following hours and rates:

Estimated 382.5 hours total at \$85.00/hour for:

- Treatment
- Evaluations
- IEPs/Progress Reports/Teacher Consultation/IEP Meeting

Total school year cost not to exceed:                      \$32,512.50

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

**28. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Wellness & Rehabilitation Services, Physical Therapist, for the 2013-2014 school year, at the following hours and rates:

Estimated 441 hours total at \$80.00/hour for:

- Treatment
- Data updates
- IEP Development/Progress Reports

Not to exceed \$35,280.00

Estimated 10 Evaluations total (initial/Rev.) at \$250.00 each

Not to exceed \$2,500.00

**Total school year cost not to exceed: \$37,780.00**

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

**29. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Pane Consulting, LLC (Frank and Heather Pane), Behaviorists, for the 2013-2014 school year, at the following hours and rates:

Estimated 258.5 hours total at \$90.00/hour for:

- Consultation (school/home)
- Assessments
- Extra 10 hours of consultation

Not to exceed: \$23,265.00

Estimated 40 hours at \$55.00/hour for:

- Curriculum development
- Data Review

Not to exceed: \$2,200.00

**Total school year cost not to exceed: \$25,465.00**

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

**30. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Patrice Lisante, ABA, for the 2013-2014 school year, at the following hours and rates:

Estimated 80 hours at \$40.00/hour for:

- ABA Instruction/Home

Not to exceed: \$3,200.00

Estimated 30 hours at \$30.00/hour for:

- Update of Data

Not to exceed: \$900.00

**Total school year cost not to exceed: \$4,100.00**

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

**31. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Andrea Petrullo, ABA, for the 2013-2014 school year, at the following hours and rates:

Estimated 80 hours at \$40.00/hour for:

- ABA Instruction/Home

Not to exceed: \$3,200.00

Estimated 40 hours at \$30.00/hour for:

- Update of Data

Not to exceed: \$1,200.00

**Total school year cost not to exceed: \$4,400.00**

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

**32. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the services of ABA4unj providing a BCBA/Behavior Consultant, for the 2013-2014 school year, at the following hours and rates:

Estimated BCBA - 240 hours at \$100.00/hour for:

- School Program Development
- School Training/Oversight

Not to exceed: \$24,000.00

Estimated Behavior Consultant -80 hours at \$80.00/hour for:

- Home/Parent Training

Not to exceed: \$6,400.00

**Total school year cost not to exceed: \$30,400.00**

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

**33. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Out-of-District Program Costs at Garden Academy (Student 230166) for the 2013-2014 school year, at the following daily/yearly rates:

Estimated 180 days at \$475.33/day for:

- September 3, 2013 through June 17, 2014

**Total school year cost not to exceed: \$85,559.40**

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0



34. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Out-of-District Program Costs at The Community School (Student 213014) for the 2013-2014 school year, at the following daily/yearly rates:

Estimated 180 days at \$202.07/day for:

- September 4, 2013 through June 5, 2014

**Total school year cost not to exceed: \$36,373.00**

Moved by: Mrs. Cirenza  
Ayes: 4  
Abstain: 1

Seconded by: Dr. LoCascio  
Nays: 0

35. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the services of The Hearing Group for the 2013-2014 school year for the following evaluations:

Auditory Processing Evaluations (CAP) **\$600.00 each**  
Audiological Evaluations **\$200.00 each**

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

36. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the services of St. Joseph's Children's Hospital (Dr. Joseph Holahan, Dr. Aparna Mallik, and Dr. Nancy Holahan) for the 2013-2014 school year for the following evaluations:

Neurodevelopmental Evaluations **\$400.00 each**

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

37. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the services of St. Joseph's Children's Hospital (Dr. Poorvi Patel) for the 2013-2014 school year for the following evaluations:

Pediatric Neurological Evaluations **\$400.00 each**

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

38. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the services of Mark P. Faber, M.D. Board Certified, Child and Adult Psychiatry, for the 2013-2014 school year for the following evaluations:

Psychiatric Evaluations **\$550.00 each**

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

39. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the services of John McGinley, Ph.D. for the 2013-2014 school year for the following evaluations:

Psychoeducational and Neuropsychological Evaluations **\$3,500.00 each**

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

40. **RESOLVED** that the Board of Education approves the Board of Education Goals for the 2013-2014 school year.

**NOTES:** See Attachment I

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

41. **RESOLVED** that the Board of Education approves Ed Data Services, Inc. for Cooperative Bid Services at the rate of \$500.00 from April 1, 2013 through March 31, 2014.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

42. **RESOLVED** that the Board of Education approves the appointment of Dr. Howard Schlachter as medical inspector for the 2013-2014 school year.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. LoCascio  
Nays: 0

### **VIII. Superintendent's Resolutions**

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

0000.01	Introduction (M) (Revised)
0000.02	Introduction (M) (Revised)
P3232	Tutoring Services (New)
R3232	Tutoring Services (Revised)
P5117	Interdistrict Public School Choice (Revised)
R5117	Interdistrict Public School Choice (New)
P5120	Assignment of Pupils (M) (Revised)
P5300	Automated External Defibrillators (AED) (M) (Revised)
R5300	Automated External Defibrillators (AED) (M) (New)
P5533	Pupil Smoking (M) (Revised)
P7434	Smoking in School Buildings and on School Grounds (M) (Revised)
P7522	School District Provided Technology Devices to Staff Members (New)
P7523	School District Provided Technology Devices to Pupils (New)

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Mrs. DiAlessandro  
Nays: 0



ESSEX FELLS BOARD OF EDUCATION

REGULAR-REORGANIZATION MINUTES

June 19, 2013

Katie McLain	1.00	MA +15	2	\$57,986
Kimberly McMahon	1.00	BA	7	\$55,999
Catherine McNish	.40	BA + 15	2	\$21,480
Kelly Mitchell	1.00	MA +15	8	\$63,579
Sonja Oftedal	1.00	MA +15	17	\$89,399
Stacey Perry	1.00	MA	6	\$60,325
Deborah Raimo	.55	BA +30	9	\$34,546
Judi Reynolds	1.00	MA +30	13	\$76,956
Debbie Rosenson	.10	MA	17	\$8,798
Laura Short	1.00	MA	13	\$73,621
John Trogani	1.00	BA	7	\$55,999
John Viggiano	1.00	MA	5	\$59,407
Jeanine Whitman	1.00	MA +30	10	\$69,161
Sharon Zeman	.80	MA	14	\$61,189
Emily Ziccardi	1.00	MA +15	3	\$58,834
Dorotea Banek	1.00	MA +30	15	\$83,260
			Longevity	\$900
			Total	\$84,160
Jackie Castellano	1.00	MA +30	17	\$91,699
			Longevity	\$1,181
			Total	\$92,880
Linda Costello	1.00	MA +15	17	\$89,399
			Longevity	\$900
			Total	\$90,299
Gail Elłowitch	1.00	BA +15	17	\$84,481
			Longevity	\$1,181
			Total	\$85,662
Lisa Massaro	1.00	MA +15	15	\$81,117
			Longevity	\$900
			Total	\$82,017

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Mrs. DiAlessandro  
Nays: 0



12. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent the appointment of Mrs. Judi Reynolds to the positions of PreK-3 Assistant to the Administrator, I&RS/504 Coordinator, and Assistant Test Coordinator effective September 2013 to June 2014 at an annual stipend amount of \$2,500.00.

Moved by: Mrs. Cirenza  
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 appointment of Mrs. Jeanine Whitman to the positions of 4-6 Assistant to the Administrator, I&RS/504 Coordinator, and Assistant Test Coordinator effective September 2013 to June 2014 at an annual stipend amount of \$2,500.00.

Moved by: Mrs. Cirenza  
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 appointment of Judi Reynolds, at the contracted rate, to the position of as-needed Supervisor for the 2013 Extended School Year.

NOTES: Letter attached

Moved by: Mrs. Cirenza  
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 appointment of Jeanine Whitman, at the contracted rate, to the position of as-needed Supervisor for the 2013 Extended School Year.

NOTES: Letter attached

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

16. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the payment of a \$2,000.00 stipend to Sonja Oftedal for serving as coordinator of the district's child study team for the 2012-2013 school year.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

17. **RESOLVED** that the Board of Education accept the recommendation of the Superintendent and approve the payment for perfect attendance, as stipulated in the collective bargaining agreement with the EFTA, and to support personnel in accordance with district policy, as follows:

Santiago Galindo	\$250.00
Katie McLain	\$150.00
Catherine McNish	\$125.00
Adi Sulisty	\$250.00
Lucy Sulisty	\$250.00

**NOTES:** Pending completion of school year

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

18. **RESOLVED** that the Board of Education accepts the recommendation of the Superintendent and approves Jackie Castellano for technology input/infrastructure during the summer of 2013 at \$45/hour for a maximum of 20 hours.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

19. **RESOLVED** that the Board of Education accepts the recommendation of the Superintendent and approves Jeanne Jeffries for technology input/infrastructure during the summer of 2013 at \$45/hour for a maximum of 20 hours.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

20. **RESOLVED** that the Board of Education accepts the recommendation of the Superintendent and approves the employment of the following students assistant in the custodial department for the 2013 summer, at the rate of \$10.00 per hour for a total of 50 hours each.

Cameron Boeckel  
Grant Bradley  
Andrew Rubino

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

21. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following stipend positions for the 2013-2014 school year at the contractual rate:

Jackie Castellano	Technology Coordinator
Deana Hromoko	Student Council
Emily Ziccardi	Student Council
Dorotea Banek	Camp Mason
Nina Buonomo	Camp Mason

Sara Dalton                      Camp Mason  
Gail Ellowitch                  Camp Mason  
Officer Scott Jones              Camp Mason  
John Trogani                      Camp Mason  
Jeanine Whitman                  Camp Mason  
Emily Ziccardi                    Camp Mason

TBD                                  Lunch Duty  
TBD                                  Lunch Duty

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

22. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Nicole Cervino as Grade 1 In Class Support Teacher, MA, Step 1, at a salary of \$56,165, for the 2013-2014 school year.

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

23. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Nicole Aramando as School Psychologist, MA (.8), Step 1, at a prorated salary of \$44,932, for the 2013-2014 school year.

**NOTES:** Salary Discussion

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

24. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Maternity/Disability Leave of Absence for Rosalie Almeida from on or about September 23, 2013 through on or about April 28, 2014, using a total of 20 sick days, and the remainder as unpaid leave of absence days.

**NOTES:** Letter attached

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

25. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the appointment of Marisa Burger as Maternity/Disability Leave of Absence Teacher, BA, Step 1, at a prorated salary of \$43,285, from September 3, 2013 through on or about April 28, 2014.

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

26. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Extended School Year (ESY) Program for Summer 2013.

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



27. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following staff members for the Extended School Year (ESY) Program and/or Essex Fells Recreation Department (EFRD) Program for Summer 2013:

Candice Belmont	Resource Center Teacher for ESY (\$45/\$18/hr) 6/26/13-7/26/13 split cost teacher/para
Katie McLain	Resource Center Teacher for ESY (\$45/\$18/hr) 6/26/13-7/26/13 split cost teacher/para
Marisa Burger	Paraprofessional for ESY and EFRD (\$18/hr) 6/27/13-8/1/13
Courtney Van Duynes	Paraprofessional for ESY and EFRD (\$18/hr) 6/27/13-8/1/13
Karen Kopec	Substitute (at substitute rate)

**NOTES:** Michelle V. Gadaleta, ESY Supervisor

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

28. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, that three (3) students will be participating in the Essex Fells Summer Recreation program for ESY 2013 at a total cost of \$750 (\$250 per student).

**NOTES:** Except July 4 & 5, 2013 (Independence Day observed)

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

29. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Professional Services Agreements for Related Services for students in accordance with their IEPs for the Extended School Year (Summer 2013) Program as follows:

**OT: Velma Conway**

Estimated 22 hours total at \$85/hour for:

- Treatment

<b><u>Total summer cost not to exceed:</u></b>	<b><u>\$1,870.00</u></b>
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**PT: Wellness & Rehabilitation Services**

Estimated 24 hours total at \$80/hour for:

- Treatment
- Update of records

<b><u>Total summer cost not to exceed:</u></b>	<b><u>\$1,920.00</u></b>
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**BCBA: Pane Consulting, LLC (Heather Pane)**

Estimated 15 hours total at \$90.00/hour (school/home)

Not to exceed:	\$1,350.00
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Estimated 2 hours total at \$55.00/hour for:

- Curriculum development
- Data Review

Not to exceed: \$110.00

**Total summer cost not to exceed: \$1,460.00**

**ABA: Patrice Lisante**

Estimated 10 hours at \$40.00/hour for:

- ABA Instruction/Home

Not to exceed: \$400.00

Estimated 1.5 hours at \$30.00 for

- Update of Data

Not to exceed: \$45.00

**Total summer cost not to exceed: \$ 445.00**

**ABA: Andrea Petrullo:**

Estimated 18 hours at \$40.00/hour for:

- ABA Instruction/Home

Not to exceed: \$720.00

Estimated 1.5 hours at \$30.00 for

- Update of Data

Not to exceed: \$45.00

**Total summer cost not to exceed: \$ 765.00**

**Speech: Creative Speech Solutions (Kristen Carleen, Speech Therapist)**

Estimated 38 hours at \$90.00/hour for:

- Direct Instruction

**Total summer not to exceed: \$3,420.00**

Moved by: Mrs. Cirenza

Seconded by: Mrs. DøAlessandro

Ayes: 5

Nays: 0

**30. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Out of District Program costs for Garden Academy for the 2013-2014 school year in the following amounts:

Summer (2013) 30 days total at \$475.33/day

**Total Summer Program Not to Exceed \$14,259.90**

Moved by: Mrs. Cirenza

Seconded by: Mrs. DøAlessandro

Ayes: 5

Nays: 0

**31. 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 2013-2014 school year in the following amounts:

Summer (2013) 30 days total at \$40.50/day

**Total Summer Program Not to Exceed \$1,215.00**

School Year (2013-14) 180 days total at \$76.06/day

**Total School Year Program Not to Exceed      \$13,690.80**

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

32. **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 213014) for the 2013-2014 school year in the following amounts:

School Year (2013-14)      180 days total at \$66.00/day

**Total School Year Program Not to Exceed      \$11,880.00**

Moved by: Mrs. Cirenza  
Ayes: 4  
Abstain: 1

Seconded by: Mrs. D'Alessandro  
Nays: 0

33. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the following student teacher for Field Observation and as Teacher Assistant from September 9 to November 29, 2013:

<u>Student Teacher</u>	<u>College</u>	<u>Cooperating Teacher</u>
Sara Zambelli	Caldwell College	Deana Hromoko

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

34. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the Security Drill Statement of Assurance for the 2012-2013 school year to the County Office of Education.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

35. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the Harassment, Intimidation & Bullying and Violence & Vandalism reports for the 2012-2013 school year to the County Office of Education.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

36. **RESOLVED** that the Board of Education, as recommended by the Superintendent, extends thanks to the PTA and Essex Fells Foundation for Educational Excellence for their donations and support of the school throughout the 2012-2013 school year.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Mrs. D'Alessandro  
Nays: 0

**IX. Business Administrator's Report**

- No report

**X. Business Resolutions**

1. **RESOLVED** that the Board of Education approves the bills and claims for June 2013 in the total amount of \$91,145.53 as certified by the Business Administrator/Board Secretary; and

**BE IT FURTHER RESOLVED**, that the Board of Education approves the payroll for May 2013 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$291,033.08 including \$270,707.00 for the gross payroll, \$3,493.22 for the Board's share of FICA/Medicare and \$16,832.86 for the State's share of FICA/Medicare.

Moved by: Dr. Nitti  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nays: 0

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

Moved by: Dr. Nitti  
Ayes: 5

Seconded by: Mrs. Cirenza  
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 May; 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. Nitti  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nays: 0

4. **RESOLVED**, that the Board of Education approves the submission of a request to the Executive County Superintendent of Schools for renewal of the required waiver of toilet facilities for Early Intervention/Pre-Kindergarten and Kindergarten classrooms 200 and 208 for the 2013-2014 school year.

Moved by: Dr. Nitti  
Ayes: 5

Seconded by: Mrs. Cirenza  
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 6 Boiler Repairs/Replacement

Moved by: Dr. Nitti  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nays: 0

6. **BE IT RESOLVED THAT** the Essex Fells Board of Education accepts a donation from the Essex Fells PTA in the amount of \$3,150 to be used for the End of the Year Event at Essex Fells School.

**BE IT FURTHER RESOLVED THAT** the following budget line be increased and that the Business Administrator be authorized to administer it: 20-001-100-600-01 Essex Fells PTA EOY Fund \$3,150

Moved by: Dr. Nitti  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nays: 0

7. **BE IT RESOLVED THAT** the Essex Fells Board of Education accepts a donation from the Essex Fells Foundation in the amount of \$4,474.25 to be used for the End of the Year Event at Essex Fells School.

**BE IT FURTHER RESOLVED THAT** the following budget line be increased and that the Business Administrator be authorized to administer it: 20-001-100-600-03 Essex Fells Foundation EOY Fund \$4,474.25

Moved by: Dr. Nitti  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nays: 0

8. **WHEREAS**, the Essex Fells Board of Education (hereinafter referred to as the "Board") advertised for bids for the Boiler Replacement at Essex Fells School (hereinafter referred to as the "Project"); and

**WHEREAS**, on June 14, 2013, the Board received three (3) bids for the Project, as reflected on the attached bid tabulation sheet; and

**WHEREAS**, the lowest responsible bid for this Project was submitted by Sunnyfield Corporation with a base bid in the amount of \$423,000, together with Alternate No. 1, Boiler Room #4 Only, in the amount of deduct (\$-272,200) and Alternate No. 3, Hot Water Heater in Boiler Room #4, in the amount of \$6,300 for a total contract sum of \$157,100; and

**WHEREAS**, the bid submitted by Sunnyfield Corporation is responsive in all material respects and the Board is desirous of awarding the contract for the Project to Sunnyfield Corporation;

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby awards the contract for the Boiler Replacement at Essex Fells School to Sunnyfield Corporation in a total contract sum of \$157,100, representing a base bid in the amount of \$423,000, together with Alternate No. 1, Boiler Room #4 Only, in the amount of deduct (\$-272,200) and Alternate No. 3, Hot Water Heater in Boiler Room #4, in the amount of \$6,300.

**BE IT FURTHER RESOLVED** that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the Project specifications, together with an AA201-Project Manning Report, an executed A-101-Standard Form of Agreement Between Owner and Contractor, A-201-General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10) days of the date hereof.

**BE IT FURTHER RESOLVED** that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

Bidder	Base Bid	Alternate #1	Alternate #2	Alternate #3
J. Valente	\$500,000.00	\$172,917.00	\$337,742.00	\$6,900.00
CJ Vanderbeck	\$490,000.00	\$175,000.00	\$335,000.00	\$5,000.00
Sunnyfield Corp.	\$423,000.00	\$150,800.00	\$295,500.00	\$6,300.00
TM Brennan	No bid	No bid	No bid	No bid

Moved by: Dr. Nitti  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nays: 0

9. **WHEREAS**, the Essex Fells BOE is the owner of 10 Science Tables; and

**WHEREAS**, the Essex Fells BOE has determined that there is no educational need for the science tables; and

**WHEREAS**, the Essex Fells BOE is desirous to donate these tables; and

**WHEREAS**, the Essex Fells BOE has determined that the Bay Head BOE is in need of Science Tables;

**NOW, THEREFORE BE IT RESOLVED** that the Essex Fells BOE approves the donation of the Science tables to the Bay Head BOE with no compensation to the Essex Fells BOE.

Moved by: Dr. Nitti  
Ayes: 5

Seconded by: Mrs. Cirenza  
Nays: 0

**XI. Old Business / Board Discussion**

- The School's Architect, Robert Donahue, addressed the Board as to the results of the bidding for the boiler project, the timeline for the project, and a brief comparison to the prior boiler project. He felt the low turnout was a result of contractors being busy from Superstorm Sandy.
- Mr. Lella and Mr. Donahue also further discussed with the Board the School Facilities Grant, and how it appears to be more of a loan than a grant. Mr. Lella will attend a special NJASBO session on June 27<sup>th</sup> for further clarification.
- After further discussion by Mr. Lella with the installer of the swings, it was decided to finish the installation rather than incur costs to the district to correct the location.
- Mr. Lella informed the Board he received a proposal from Valley National Bank.

**XII. New Business / Board Discussion**

- Mr. Lella informed the Board that he received a request for use of the EFS buildings for the Special Primary and General Elections. The Board requested that due to security and staffing issues, is it possible to move the election location to a town facility.
- Mrs. Gadaleta notified the Board of the success of the All School Party.

**XIII. Meeting Open for Public Comment**

No comment.

**XV. Adjournment**

The public meeting of the Board of Education was adjourned at 7:55 P.M. The next Regular Meeting of the Board of Education will be held on Wednesday, August 21, 2013 at 7:30 P.M. in the Media Center.

Moved by: Mrs. Cirenza  
Ayes: 5

Seconded by: Dr. Nitti  
Nays: 0

**Student Enrollment: 2012-2013**

Teacher	Section	Total	M	F
Mrs. Gann/Ms. Almeida-AM	PS	13	8	5
Mrs. Gann/Ms. Almeida-PM	PS	14	9	5
Mrs. Emma/Ms. Belmont	KE/B	19	8	11
Mrs. Massaro/Mrs. Perry	1LM	13	6	7
Ms. Mitchell	1KM	11	5	6
Mrs. Brutman	2B	13	3	10
Ms. McMahon/Mrs. Hromoko	2M/H	13	3	10
Mrs. Haberman	3H	12	7	5
Mrs. Reynolds/Ms. McLain	3R/M	13	7	6
Mrs. Barshay	4B	19	6	13
Mrs. Hacker/Mrs. Whitman	4H/W	19	8	11
Mrs. Banek/Mrs. Short	5B/S	12	7	5
Ms. Craveiro	5C	13	8	5
Mrs. Buonomo	6B	12	8	4
Ms. Dalton/Ms. Ziccardi	6D/Z	15	7	8
<b>TOTALS</b>		<b>211</b>	<b>100</b>	<b>111</b>

**Fire Drills: 2012-2013**

Month	Fire Drill	Emergency Drill
September	9/13/12	Lockdown 9/18/12
October	10/18/12	Lockdown 10/25/12
November	11/20/12	Shelter in Place 11/29/12
December	12/18/12	Lockdown 12/20/12
January	1/14/13	Lockdown 1/18/13
February	2/20/13	Shelter in Place 2/21/13
March	3/27/13	Lockdown with actors 3/21/13
April	4/10/13	Evacuation to Bleachers 4/26/13
May	5/31/13	Lockdown with actor ó suspicious person 5/30/13
June	6/18/13	Lower Building Lockdown/Upper Building Evacuation 6/18/13

**HIB / V&V Report**

As of Date of BOE Meeting	9/20/12	10/17/12	11/7/12	12/19/12	1/16/13	2/20/13	3/21/13	4/17/13	5/15/13	6/19/13
TOTAL # of Reported Incidents	0	0	0	0	0	0	0	0	0	0
Number of Unfounded Incidents	0	0	0	0	0	0	0	0	0	0
Number of Founded Incidents	0	0	0	0	0	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