

The Board of Education of the Borough of Essex Fells, in the County of Essex, New Jersey, convened in a public session on May 15, 2013, in the Media Center 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 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 – 7:30 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 absent

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

III. Flag Salute

The President led the salute to the flag.

IV. Student Body Liaison Report to the Board of Education

- William Hutchinson reported on what each grade was currently studying.

V. Public Comment

No comment.

VI. President's Report

- Dr. LoCascio reported that a final copy of the Superintendent Contract has been submitted to the County Office. He stated that wordage on the contract had to be adjusted according to code.
- Mrs. Gadaleta noted the BA contract had also been sent to the County Office.

VII. Superintendent's Report

- The Student Council presented to the Board requesting funds to cover excess costs of the new swing set.
- Mrs. Gadaleta discussed the Senior Service Student program, where students follow staff at EFS during the day.
- Mrs. D'Alessandro asked how the members were selected. Mrs. Gadaleta informed the Board the students had to apply and meet certain grade and attendance requirements.

VIII. 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: Michelle Barshay, Nina Buonomo, Sara Dalton, Susan Hacker, Kimberly McMahon,
Jeanine Whitman, Emily Ziccardi

Event: NJDOE Shifting Gears Workshop

Location: Montclair State University

Date: 5/21/13

Cost: \$0

Staff Member: Steven Lella

Event: Annual NJASBO Conference

Location: Atlantic City

Date: 6/5/13-6/7/13

Cost: \$350: \$150 registration & \$200 Hotel Wednesday & Thursday;
\$68.20 mileage

Moved by: Mrs. Cirenza
Ayes: 4

Seconded by: Mrs. D'Alessandro
Nays: 0

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

| | |
|--|---------------------------|
| Grade 6 to Gould School, North Caldwell | 5/31/13 |
| Grade 2 to Grover Cleveland's Birthplace | 6/5/13 (raindate: 6/7/13) |
| Grade 5 to Gould School North Caldwell | 6/6/13 |
| Grade 6 to Bay Head, NJ | 6/10/13 |

Moved by: Mrs. Cirenza
Ayes: 4

Seconded by: Mrs. D'Alessandro
Nays: 0

3. **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> |
|------------------------|------------------|----------------------------|
| Katelyn Hart | Caldwell College | Katie McLain |

Moved by: Mrs. Cirenza
Ayes: 4

Seconded by: Mrs. D'Alessandro
Nays: 0

4. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the resignation of Beth Mahaney, School Psychologist, as of June 30, 2013.

Moved by: Mrs. Cirenza
Ayes: 4

Seconded by: Mrs. D'Alessandro
Nays: 0

5. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the West Essex Consortium Curriculum Writing/Revision Cycle of 2010 through 2018, as revised on 4/16/13.

NOTE: See attached

Moved by: Mrs. Cirenza
Ayes: 4

Seconded by: Mrs. D'Alessandro
Nays: 0

6. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the Superintendent's Contract and Merit Goals to the Essex County Office of Education for approval.

Moved by: Mrs. Cirenza
Ayes: 4

Seconded by: Mrs. DiAlessandro
Nays: 0

7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the submission of the Business Administrator's Contract to the Essex County Office of Education for approval.

Moved by: Mrs. Cirenza
Ayes: 4

Seconded by: Mrs. DiAlessandro
Nays: 0

IX. Business Administrator's Report

- No report

X. Business Resolutions

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

| | |
|---------------------------|---------|
| Workshop Meeting Minutes | 4/17/13 |
| Regular Meeting Minutes | 4/17/13 |
| Executive Session Minutes | 4/17/13 |
| Workshop Meeting Minutes | 5/1/13 |
| Executive Session Minutes | 5/1/13 |

Moved by: Mrs. Cirenza
Ayes: 4

Seconded by: Mrs. DiAlessandro
Nays: 0

2. **RESOLVED** that the Board of Education approves the bills and claims for May 2013 in the total amount of \$85,937.67 as certified by the Business Administrator/ Board Secretary; and

BE IT FURTHER RESOLVED, that the Board of Education approves the payroll for April 2013 as certified by the Business Administrator and approved by the Superintendent and Board President in the total amount of \$288,621.88 including \$268,467.16 for the gross payroll, \$3,482.04 for the Board's share of FICA/Medicare and \$16,672.68 for the State's share of FICA/Medicare.

Moved by: Mrs. Cirenza
Ayes: 4

Seconded by: Mrs. DiAlessandro
Nays: 0

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

Moved by: Mrs. Cirenza
Ayes: 4

Seconded by: Mrs. DiAlessandro
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 April; 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. Cirenza
Ayes: 4

Seconded by: Mrs. D'Alessandro
Nays: 0

XI. Old Business / Board Discussion

- Mr. Lella informed the Board that the boiler room drainage pipes were clogged and would need to be cleaned out prior to the boiler project moving forward.

XII. New Business / Board Discussion

- Mrs. Gadaleta informed the Board that a press release was sent out to the Progress to notify the community of the 2 upcoming open Board member seats and that candidate kits are available in the Business Office.
- Mr. Lella notified the Board that all Professional Services from 2012-2013 would be renewed for 2013-2014.
- The Board discussed and decided to move the June workshop from June 5th to June 12th due to Mr. Lella being at the NJASBO Conference.

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 Workshop Meeting will be held on Wednesday, June 12, 2013 at 7:30 P.M. in the Superintendent's Office, and the next Regular Meeting of the Board of Education will be held on Wednesday, June 19, 2013 at 7:30 P.M. in the Media Center.

Moved by: Mrs. Cirenza
Ayes: 4

Seconded by: Mrs. D'Alessandro
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 |
| TOTALS | | 211 | 100 | 111 |

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 | | |
| June | | |

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 |
|-------------------------------|---------|----------|---------|----------|---------|---------|---------|---------|---------|
| TOTAL # of Reported Incidents | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Number of Unfounded Incidents | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Number of Founded Incidents | 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