

**THE PUBLIC SCHOOLS OF ESSEX FELLS, NJ  
BOARD OF EDUCATION MEETING**

**WEDNESDAY, JULY 20, 2016  
PUBLIC MEETING – 11:00 A.M. – SUPERINTENDENT’S OFFICE**

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 July 1, 2016. Agendas were mailed to the Clerk of the Borough of Essex Fells, the Progress and the Star Ledger, and posted on the district’s web-site.

**I. Call to Order – 11:00 A.M.**

**II. Roll Call**

- Mrs. Carol D’Alessandro, President
- Mrs. Shani Drogin, Vice-President
- Mrs. Kris Huegel
- Dr. Steven LoCascio
- Vacant

**III. Flag Salute**

**IV. Reorganization of the Board of Education**

- A. Oath of Office: Board Secretary
- B. Roll Call: President
  - Mrs. Carol D’Alessandro, President
  - Mrs. Shani Drogin, Vice President
  - Mrs. Kris Huegel
  - Dr. Steven LoCascio
  - Mrs. Debra Tedesco

**V. Resolution to Enter Executive Session**

**BE IT RESOLVED** that the Board shall enter into Executive Session to be held at the beginning of the meeting to provide an employee with an informal appearance before the Board. The items discussed in Executive Session will be disclosed to the public when the need to maintain their confidentiality no longer exists.

Moved by:

Seconded by:

Ayes:

Nays:

**VI. Resolution to Return to Regular Session**

**BE IT RESOLVED** that the Board shall return to Regular Session.

Moved by:

Seconded by:

Ayes:

Nays:

**VII. Public Comment on Agenda Items Only**

**VIII. President’s Report**

- NJSBA Rep Presentation

**IX. Superintendent’s Report**

- 2<sup>nd</sup> Grade Paraprofessional
- BOE Goals
- District/Superintendent Goals
- Merit Goals
- NCLB/IDEA Entitlement Grants
- iPad Replacement by PTA
- Stronge Teacher Effectiveness Performance Evaluation System – Re-certification Training

**X. Superintendent’s Resolutions**

**RESOLVED** that the Board of Education approves Superintendent Resolutions #01 – 23.

1. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the District/Superintendent Goals for the 2016-2017 school year.

**NOTE:** Attachment A

Moved by:

Seconded by:

Ayes:

Nays:

2. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Board of Education Goals for the 2016-2017 school year.

**NOTE:** Attachment B

Moved by:

Seconded by:

Ayes:

Nays:



7. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the revision to the appointment of Mary Hybl, Speech Teacher, MA, Step 5, .8, at an annual prorated salary of \$48,531.20, for the 2016-2017 school year.

Moved by:

Seconded by:

Ayes:

Nays:

8. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the non-renewal of contract letter from Pane Consulting, LLC for the 2016-2017 school year.

Moved by:

Seconded by:

Ayes:

Nays:

9. **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): Michelle V. Gadaleta  
Event: SGO Training  
Location: West Essex BOE  
Date: 7/6/16  
Cost: \$0

Staff Member(s): Michelle V. Gadaleta  
Event: InterRater Reliability Recertification Workshop  
Location: Piscataway, NJ  
Date: 7/14/16  
Cost: \$149.00

Staff Member(s): Michelle V. Gadaleta  
Event: Public Speaking – Own the Room Workshop  
Location: Rockaway, NJ  
Date: 8/17-18/16  
Cost: \$0

Moved by:

Seconded by:

Ayes:

Nays:

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

Essex Fells Resident – Use of School Parking Lot  
8/13/16 – 2:00pm - 12:00am

EFRD Soccer Program - Grades PreK-6; 9/3/16 – 11/12/16 on EFS Fields  
Monday-Saturday: Weekdays - 3:10pm to dusk; Saturdays - 9:00am to dusk \*  
(\* excluding 10/22/16)

PTA Fall Festival – 10/22/16 (rain date – 10/23/16) on EFS Fields  
Set-up to take-down: 7:00am-5:00pm (Festival runs from 10:11am-2:00pm)

Moved by:

Seconded by:

Ayes:

Nays:

11. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the Field Placement for the following student from Caldwell University:

Alaina Sacci – Art Therapy Internship  
Cooperating Teacher – Catherine Codella  
Fall Semester – 2016, Spring Semester – 2017; 1½ days/wk

Moved by:

Seconded by:

Ayes:

Nays:

12. **RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the list of possible field trips for the 2016-2017 school year.

**NOTE:** See Attachment D

Moved by:

Seconded by:

Ayes:

Nays:

**13. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2016-2017 School Safety Team members:

- Michelle Gadaleta Superintendent/Principal
- Catherine Codella Specialist
- Judi Reynolds Lead Teacher Representative
- Jeanine Whitman Lead Teacher Representative
- Christine DiGiovanni PTA Representative
- Maggie O’Connor EFFEE Representative
- Laura Brutman Teacher Representative
- Candice Fitzgerald Teacher Representative
- Katie MacKenzie Teacher Representative
- Gail Ellowitch Nurse

Moved by: Seconded by:  
 Ayes: Nays:

**14. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2016-2017 School Climate/Culture Committee:

- Michelle Gadaleta Superintendent/Principal
- Judi Reynolds Lead Teacher Representative
- Jeanine Whitman Lead Teacher Representative
- Laura Adair Teacher Representative
- Catherine Codella Teacher Representative
- Kristin Gann Teacher Representative
- Katie McNish Teacher Representative
- Kelly Mitchell Teacher Representative

Moved by: Seconded by:  
 Ayes: Nays:

**15. RESOLVED** that the Board of Education accepts and approves, as recommended by the Superintendent, the 2016-2017 District Evaluation Advisory Committee:

- Michelle Gadaleta Evaluator
- Shani Drogin BOE Representative
- TBA Parent Representative
- Judi Reynolds Lead Teacher Representative
- Jeanine Whitman Lead Teacher Representative
- Jackie Castellano Teacher Representative
- Candice Fitzgerald Teacher Representative

Moved by: Seconded by:  
 Ayes: Nays:





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

Recodification to Policy and Regulation Guide Updates

- P 1220 Employment of Chief School Administrator (M) (Revised)
- P 1310 Employment of School Business Administrator/Board Secretary (Revised)
- R 2414 Programs and Services for Students in High Poverty and in High Need School Districts (M) (Revised)
- P 3111 Creating Positions (Revised)
- P 3124 Employment Contract (Revised)
- P 3125 Employment of Teaching Staff Members (M) (Revised)
- P 3125.2 Employment of Substitute Teachers (Revised)
- P&R 3126 District Mentoring Program (Revised)
- P 3141 Resignation (Revised)
- P&R 3144 Certification of Tenure Charges (Revised)
- P 3159 Teaching Staff Member/School District Reporting Responsibilities (Revised)
- P 3231 Outside Employment as Athletic Coach (Revised)
- P 3240 Professional Development for Teacher and School Leaders (M) (Revised)
- R 3240 Professional Development for Teacher and School Leaders (Revised)
- P&R 3244 In-Service Training (M) (Abolished)
- P 4159 Support Staff Member/School District Reporting Responsibilities (Revised)
- P 5305 Health Services Personnel (Revised)
- R 5330 Administration of Medication (M) (Revised)
- P 5350 Student Suicide Prevention (Revised)
- R 5350 Student Suicide (Revised)
- P 9541 Student Teachers/Interns (Revised)

Multi-Year Equity Plan Policy and Regulation Guide Updates

- P 1140 Affirmative Action Program (M) (Revised)
- P 1523 Comprehensive Equity Plan (M) (Revised)
- P 1530 Equal Employment Opportunities (M) (Revised)
- R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)
- P 1550 Affirmative Action Program for Employment and Contract Practices (M) (Revised)
- P&R 2200 Curriculum Content (M) (Revised)
- P 2260 Affirmative Action Program for School and Classroom Practices (M) (Revised)
- P&R 2411 Guidance Counseling (M) (Revised)
- P&R 2423 Bilingual and ESL Education (M) (Revised)
- P 2610 Educational Program Evaluation (M) (Revised)
- P 2622 Student Assessment (M) (Revised)
- P 5750 Equal Educational Opportunity (M) (Revised)
- P 5755 Equity in Educational Programs and Services (M) (Revised)

Additional Policy and Regulation Guide Updates

- P 5339 Screening for Dyslexia (M) (Revised)
- P 5460 High School Graduation (M) (Revised)
- P 5514 Student Use of Vehicles on School Grounds (Revised)
- R 5514 Student Use of Vehicles (Abolished)
- P 7481 Unmanned Aircraft Systems (UAS also known as Drones) (New)
- P&R 8441 Care of Injured and Ill Persons (M) (Revised)
- P 8454 Management of Pediculosis (New)
- P 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)
- R8630 Emergency School Bus Procedures (M) (Revised)

Moved by:

Seconded by:

Ayes:

Nays:



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:

Seconded by:

Ayes:

Nays:

**XIII. Old Business / Board Discussion**

- Preschool Registration Procedures
- 2015-2016 Calendar Case Update
- National Blue Ribbon Reward Status

**XIV. New Business / Board Discussion**

- Special Meeting

**XV. Meeting Open for Public Comment**

**XVI. Adjournment**

**BE IT RESOLVED** that this public meeting of the Board of Education be adjourned. The next **Workshop Meeting** will be held on **September 7, 2016**, at 7:30 P.M., in the Superintendent’s Office, and the next **Regular Meeting** will be held on **Wednesday, September 21, 2016**, at 7:30 P.M., in the Media Center.

Moved by:

Seconded by:

Ayes:

Nays:

**AGENDA**

**July 20, 2016**

**Enrollment Count: 2016-17**

<b>Teacher</b>	<b>Section</b>	<b>Total</b>	<b>M</b>	<b>F</b>
Mrs. Quinn/Ms. Burger	PS/AM	13	5	8
Mrs. Quinn/Ms. Burger	PS/PM	11	5	6
Mrs. Gann	KG	11	6	5
Ms. Livio/Ms. Almeida	KL/A	12	7	5
Mrs. Brutman/Mrs. Hromoko	1B/H	17	8	9
Ms. Mitchell	1M	18	8	10
Ms. Adair	2A	18	9	9
Mrs. Massaro/Mrs. Fitzgerald	2M/F	17	9	8
Mrs. Barshay	3B	15	9	6
Ms. Liebler/Mrs. MacKenzie	3L/M	15	10	5
Mrs. Banek	4B	10	4	6
Mrs. Hacker/Ms. Franzi	4H/F	11	3	8
Ms. Cervino/Ms. Brower	5C/B	13	6	7
Ms. Craveiro	5C	12	7	5
Mrs. Buonomo	6B	12	4	8
Ms. Dalton/Mrs. Whitman	6D/W	12	2	10
<b>TOTAL</b>		<b>217</b>	<b>102</b>	<b>115</b>
Out-of-District		2*		
<b>FINAL TOTALS</b>		<b>219</b>		

\*Total includes 2 out-of-district students.

**Fire Drills: 2016-2017**

<b>Month</b>	<b>Fire Drill</b>	<b>Emergency Drill</b>
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

**HIB / V&V Report**

As of Date of BOE Meeting													
TOTAL # of Reported Incidents													
Number of Unfounded Incidents													
Number of Founded Incidents													

**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.