

NORTHFIELD COMMUNITY SCHOOL
Northfield Community School, Vocal Music Room, 6:30 PM

Meeting Called to Order

The Board meeting was called to order by Board President, Deborah Levitt, at 6:31 p.m.

Roll Call

Mr. Barnhart - Present
Mr. Bruno - Present
Mrs. Delcher - Present
Mr. Kennedy - Present - arrived at 7:05
Mr. Levari - Present
Mrs. Levitt - Present
Mrs. Marrone - Present
Dr. Syed - Present
Ms. Woodhouse-Hughes - Present

Superintendent

Mr. Bretones

Business Administrator/Board Secretary

Mrs. Albright

Solicitor

Mr. Geppert, Esq

Additional Administrators in Attendance

Ms. Dye
Mr. Morrison
Mrs. Vaccaro

Others in Attendance

Mr. Wilson
Ms. Leatherwood

Salute to Flag

A salute to the flag was conducted.

Silent Moment

A silent moment was observed.

Announcement

This is to advise the general public and to instruct that it be recorded in the Minutes that in compliance with Chapter 231 of the Public Laws of 1975, entitled the "Open Public Meeting Act", Northfield Board of Education at 3:00 p.m. on January 4, 2017 caused to be posted at the Office of the Board of Education located at 2000 New Road, Northfield, New Jersey and at 3:00 p.m. on January 4, 2017 mailed to The Press of Atlantic City

and to The Current of Egg Harbor Township and the Office of the Municipal Clerk of Northfield a meeting notice setting forth the time, date and location of this meeting.

THE NORTHFIELD BOARD OF EDUCATION USES A "CONSENT AGENDA" PROCEDURE.

1. Executive Session

Motion to adopt the following resolution - BE IT RESOLVED by the Northfield Board of Education that, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.) it shall enter into Executive Session to discuss Executive Session minutes, personnel, negotiations, student issues and other matters of attorney client privilege. The information discussed can be disclosed to the public only upon formal written request to the board secretary at the next work, special or regular meeting to determine if the time and circumstances would be appropriate to disclose the information discussed. At the conclusion of this session the Board of Education will reconvene the regular portion of the meeting and action may, or may not, be taken.

*Let the minutes reflect that the Board of Education entered into Executive Session at 6:33 p.m.
Let the minutes reflect that the Board of Education returned to Regular Session at 6:45 p.m.*

A Motion was made by Kerrie Marrone and seconded by Angelic Delcher to approve item 1. The Motion was passed by a vote of 8 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levari, Levitt, Marrone, Syed, Woodhouse-Hughes. Board Members Absent: Kennedy

A Motion was made by Kerrie Marrone and seconded by Mark Bruno, to return to open session. The Motion Passed by a vote of 8 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levari, Levitt, Marrone, Syed, Woodhouse-Hughes. Board Members Absent: Kennedy.

2. Presentation

- A. Presentation of the NJ Governor's Teacher Recognition Award Winners:
- Mrs. Mary Sundra - Elementary School Winner
 - Mrs. Karen Schwanzer - Middle School Winner

Discussion: Mr. Bretones thanked Mrs. Sundra and Mrs. Schwanzer for all they do for the students in related arts. Mrs. Vaccaro congratulated Mrs. Sundra as she received the 2016-17 Governor's Educator of the Year. Mrs. Vaccaro shared that Mrs. Sundra is dedicated to academic and social advancement of the students, she is reliable and always available. Mr. Morrison congratulated Mrs. Schwanzer for her 35 years of service and her dedication to her work. Mrs. Schwanzer is always available to help.

3. Open to the Public- (Public Comment may be limited to three minutes per person per issue)

The Board of Education welcomes your comments, concerns, and questions. Every agenda provides two opportunities for concerned citizens to address the

Board. Be advised that we do not discuss specific personnel or student matters in public and if your comment concerns those matters, we ask that you speak to the Superintendent directly.

Effective responsible consideration of an issue by the Board is best accomplished when it is scheduled in advance, as an item on the meeting agenda. Therefore, while comments and questions are welcomed, the Board generally will not respond to items or engage in a dialogue during public comment. When appropriate, questions or concerns may be referred to Administration for investigation, referred to a Board committee for review, or referred to other staff or professionals for assistance, and if necessary, reported back to the Board at a later meeting. Please be advised that there is a 3 minute limit for each public speaker.

~ Maureen Vaccaro, Mrs. Vaccaro and Mr. Morrison shared that January is Board of Education appreciation month. Students from the Elementary and Middle schools presented gifts showing their appreciation to the Board.

~ Mark Marrone, 114 Rosedale Ave, Northfield - Mr. Marrone, from Mainland Regional High School, has been working with the incoming 8th graders. He shared what a pleasure it has been to work with Mr. Bretones and Mr. Morrison. He expressed that Mr. Bretones is a great addition to Northfield Schools and shared that his outreach to MRHS is great.

4. Curriculum

A. Curriculum Committee Report (Mrs. Levitt)

Mrs. Levitt reviewed items discussed at the recent meeting. Highlights included:

- ~ ES/MS student planners/handbooks
- ~ ES update
- ~ MS update
- ~ I&RS Uniformity through K-8 progress
- ~ Enrichment/advanced criteria
- ~ SACC summer program proposals

B. January Monthly Reports

- Mr. Morrison
- Mrs. Vaccaro
- Mrs. Dye
- Mrs. Oleszewski
- Mr. Wilson
- Ms. Leatherwood

Mrs. Vaccaro informed that two Emergency Procedures were conducted in December: December 13, 2016, Fire Drill, 2:00-2:10 p.m., December 15, 2016, Lock Down Drill, 2:00-2:15 p.m.

C. Motion to approve the following list of school trips for the 2016-2017 school year.

- Robotics competition in Downingtown, PA on Saturday, February 4, 2017 - transportation is on their own.
- Robotics competition in Millburn, NJ on Sunday, February 5, 2017 - Transportation is on their own.

- Robotics competition in East Brunswick, NJ on Saturday, February 11, 2017 -Transportation is on their own.
- D. Motion to approve the acceptance of the \$1,500.00 Atlanticare Garden Grant.
- E. Motion to approve the acceptance of the \$5,000.00 Lowes Toolbox for Education Grant.
- F. Motion to approve the acceptance of a \$250.00 gift card to Lowes for the Digital Shop.

A Motion was made by Deborah Levitt and seconded by Kerrie Marrone, to approve items 4.C., 4.D., 4.E., 4.F. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levari, Levitt, Marrone, Syed, Woodhouse-Hughes.

5. Personnel

- A. Personnel Committee Report (Mrs. Levitt)

Mrs. Levitt reviewed items discussed at the recent meeting. Highlights included:

- ~ ABA Trainer
- ~ Special Education Aides
- ~ Volunteers in the robotics program and Young Entrepreneurs program

- B. Motion to accept the resignation of Alicia Champion, as Special Education Aide, effective January 27, 2017.
- C. Motion to approve the posting/advertising of the following position:
- PT Classroom Aide
- D. Motion to approve, upon the recommendation of the Superintendent, Jacilyn Keeping, as a PT Classroom Aide, from January 24, 2017 to June 30, 2017, at a salary rate of \$17.03/hr. (17.5 hours a week, prorated, no benefits). (Ms. Keeping replaces Ms. Champion who resigned. ***Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**
- E. Motion to approve the following volunteers for the 2016-2017 school year.
- Dave Zirkle - Robotics, Young Entrepreneurs Program
 - Gary Schaffer - Young Entrepreneurs Program
- F. Motion to approve the following students for Intermediate Fieldwork Placement for Spring 2017 Semester from Stockton University.
- Brianne Shaner - Karen Schwanzer (Art teacher)
 - Lisa Paules - Michelle Seals (Grade 2)
- G. Motion to approve the attached list of substitutes for the 2016-2017 school

year.

- H. Motion to approve, upon the recommendation of the Superintendent, Brian Bowles, as long term replacement teacher effective February 3, 2017 through last day of the 2016-2017 school year, at a per diem rate of \$145.00* for the first 60 days then at the per diem rate of BA, step 1 of the 2016-2017 salary guide (no benefits). ***Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.** (Mr. Bowles will be replacing Mrs. Kennedy while she is out on maternity leave).

A Motion was made by Deborah Levitt and seconded by Stephanie Woodhouse-Hughes, to approve item 5.H. The Motion Passed by a vote of 8 Ayes, 0 Nays and 1 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levari, Levitt, Marrone, Syed, Woodhouse-Hughes. Board Members Abstain: Kennedy.

- I. Motion to approve, upon the recommendation of the Superintendent, Jennifer Super, as long term replacement teacher effective February 10, 2017 through May 22, 2017, at a per diem rate of \$145.00* for the first 60 days then at the per diem rate of BA, step 1 of the 2016-2017 salary guide (no benefits). ***Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.** (Ms. Super will be replacing Mrs. Jühr while she is out on maternity leave).
- J. Motion to approve, upon the recommendation of the Superintendent, Jaclyn Malia as long term replacement teacher effective March 23, 2017 through the last day of the 2016-2017 school year, at a per diem rate of \$145.00* for the first 60 days then at the per diem rate of BA, step 1 of the 2016-2017 salary guide (no benefits). ***Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.** (Mrs. Malia will be replacing Mrs. Ryan while she is out on maternity leave).
- K. Motion to approve, the posting/advertising for a Special Education Aide position, effective March 23, 2017 through the last day of the 2016-2017 school year. (This position will be for Mrs. Malia who will be replacing Mrs, Ryan.)
- L. Motion to approve, upon the recommendation of the Superintendent, Sarah McGrath, as a Long Term replacement Special Ed. Aide, effective February 10, 2017 through April 24, 2017, at a hourly rate of \$10.00/hr. (this position will be for Megan Hoti who will be replacing Mrs. Ireland while she is out on maternity leave).
- M. Motion to approve, upon the recommendation of the Superintendent, Bryanna Primeau, as long term replacement teacher effective March 20, 2017 through the last day of the 2016-2017 school year, at a per diem rate of \$145.00* for the first 60 days then at the per diem rate of BA, step 1 of the 2016-2017 salary guide (no benefits). ***Salary if**

necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education. (Mrs. Primeau will be replacing Mrs. Ziller while she is out on maternity leave).

- N. Motion to approve, upon the recommendation of the Superintendent, Coreen Macaluso, as the homebound instructor for DOB: 9/7/05 homebound through 1/31/17, 10 hours per week at a rate of \$42/hr (Physician may extend through February 2017).
- O. Motion to approve, upon the recommendation of the Superintendent, Valerie Lonkhart, as the homebound instructor for DOB: 3/20/10, beginning 1/23/17 through TBD pending CST evaluation, 10 hours per week at a rate of \$42/hr.
- P. Motion to approve, upon the recommendation of the Superintendent, Courtney Kappock, as long term replacement teacher effective February 27, 2017 through the last day of the 2016-2017 school year, at a per diem rate of \$145.00* for the first 60 days then at the per diem rate of BA, step 1 of the 2016-2017 salary guide (no benefits). ***Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.** (Mrs. Kappock will be replacing Mrs. L. Smith while she is out on maternity leave).
- Q. Motion to approve, the posting/advertising of Special Education Aide. This position is for Ms. Kappock who will be replacing Mrs. L. Smith who is on maternity leave.
- R. Motion to approve the attached list of Volunteers/Visitors for the 2016-2017 school year.
- S. Motion to approve, upon the recommendation of the Superintendent, Katherine Macpherson, as a Special Education teacher for 40 minutes every other day, effective January 30, 2017 through the end of the 2016-2017 school year, at a rate of \$33.75/hr prorated, BA, step 1 to fulfill IEP needs of students on "A" days. ***Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**

A Motion was made by Deborah Levitt and seconded by Mark Bruno, to approve items 5.B., 5.C., 5.D., 5.E., 5.F., 5.G., 5.I., 5.J., 5.K., 5.L., 5.M., 5.N., 5.O., 5.P., 5.Q., 5.R., 5.S. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levari, Levitt, Marrone, Syed, Woodhouse-Hughes.

6. Facilities

- A. Facilities Committee Report (Mr. Barnhart)

Mr. Barnhart reviewed items discussed at the recent meeting. Highlights included:

- ~ HVAC Controls
- ~ Parking lot site work
- ~ Otis Elevator
- ~ Trugreen Commercial for lawn maintenance services for the 2017 season
- ~ NJ Transit bus shelter

Discussion: Mr. Barnhart explained that we are still having some HVAC issues but are negotiating with the contractors to get the project closed out. Mr. Steven Siegel, the Board's Architect, explained that Network Construction, the general contractor, has been very responsive. Many items have been agreed to including completion of the final punch list items, and they have agreed to pay for one half of the cost of commissioning the system. The problem has been with Tozour Energy Systems, the controls contractor. They have refused to extend the bond, but will extend the warranty with conditions that are still being negotiated. Mrs. Levitt asked for his recommendation. Mr. Siegel felt that we should release the 8th pay application in the amount of \$37,053.00 after the punch list items are complete. That would leave the retainage in the amount of \$123,427. Then once all the negotiated items are agreed upon, the board should continue to hold approximately \$20,000 until the end of the extended warranty periods to be sure that the contractor remains responsive. Mr. Siegel agreed to communicate this to Network and will continue to work on the fair resolution.

Discussion: Mr. Siegel shared that Landberg Construction has agreed to come back over spring break to fix the parking lot apron and have agreed to the concrete instead of asphalt to eliminate additional cracking and recommended releasing the final pay application to Landberg.

Discussion: Mr. Barnhart reviewed the discussion on the bus shelter and said he would like to meet with City officials to share the board's concerns.

7. Finance

A. Finance Committee Report (Dr. Syed)

Dr. Syed reviewed items discussed at the recent meeting. Highlights included:

- ~ Bill's List, Transfers, BSR's and Treasurer's Report.
- ~ Resolution for Waiver of Requirements to Participate in Special Education Medicaid Initiative(SEMI) Program.
- ~ Proposal from Blackboard for the development and implementation of a new school website.
- ~ Preliminary Budget Review and timelines.

B. Pursuant to NJAC 6A:23A-16:10(c)4, we certify that as of November 30, 2016, and having received the certification of the Business Administrator, pursuant to NJAC 6A:23A-16.10(c)3, that the total of encumbrances and expenditures for each line item do not exceed the line item appropriation, and after review of the secretary's monthly financial report(appropriations section), and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of NJAC 6A:23A-10(c)4, and that the sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

C. Motion to approve the Bill's List in the amount of \$646,896.29

D. Motion to approve the attached list of Transfers for January 23, 2017.

- E. Motion to approve the Revised Fund 10 Board Secretary's' Report from October 31, 2016 and the Board Secretary's' Reports from November 30, 2016.
- F. Motion to approve the Cash Reconciliation (Treasurer's) Report for November 30, 2016.
- G. Motion to approve, the attached list of professional development days for designated staff.
- H. Motion to approve the annual service contract for the period January 1, 2017 through December 31, 2017 with Otis Elevator in the amount of \$3,895.68.
- I. Motion to approve Trugreen Commercial for lawn maintenance services for the 2017 season in the amount of \$5,370.00.
- J. Motion to approve the ABA Services Contract with Amazing Transformations for ABA services in the amount of \$120.00 per hour and per the terms and condition of the proposal from January through June 30, 2017. (This contract replaces Continuum Affiliates).
- K. Motion to approve the attached Resolution for Waiver of Requirements to Participate in Special Education Medicaid Initiative (SEMI) Program for the 2017-2018 budget year.
- L. Motion to approve the proposal from Blackboard for the development and implementation of a new school website in the amount of \$18,188.00 as a one-time set up fee, with recurring annual costs beginning July 1, 2017 through June 30, 2018 of \$4,481.00.

This Motion was pulled and replaced by 7.M.

Discussion: Mr. Bretones shared that there will be a reduction in cost of the website because Mr. Wilson will be able to do the policy portion in-house. See Motion M.

- M. Motion to approve the proposal from Blackboard for the development and implementation of a new school website in the amount of \$11,291.67 as a one-time set up fee, with recurring annual costs beginning July 1, 2017 through June 30, 2018 of \$3,905.00. This motion replaces 7L on the agenda.

A Motion was made by Zubair Syed and seconded by Angelic Delcher, to approve items 7.B., 7.C., 7.D., 7.E., 7.F., 7.G., 7.H., 7.I., 7.J., 7.K., 7.M. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levvari, Levitt, Marrone, Syed, Woodhouse-Hughes.

8. Policy

- A. Policy Committee Report (Mrs. Woodhouse-Hughes)

Mrs. Woodhouse-Hughes reviewed items discussed at the recent meeting. Highlights included:

- ~ Policy 6153
- ~ Policy 5118.2
- ~ Policy 5111
- ~ Policy 5131
- ~ Policy 5131.5
- ~ Policy 5141
- ~ Policy 5141.4
- ~ Policy 5134

- B. Motion to approve, 1st and final reading for the following policy:
 - Policy 6153 - Field Trips
- C. Motion to approve, 1st and final reading for the following policy:
 - Policy 5111 - Admission
- D. Motion to approve, 1st and final reading for the following policy:
 - Policy 5131.5 - Vandalism/Violence
- E. Motion to approve, 1st and final reading for the following policy:
 - Policy 5141 - Health
- F. Motion to approve, 1st and final reading for the following policy:
 - Policy 5131 - Conduct/Discipline
- G. Motion to approve, 1st and final reading for the following policy:
 - Policy 5134 - Married/Pregnant Students
- H. Motion to approve, 1st of 2 readings for the following policy:
 - Policy 5118.2 - Foster Care and Educational Stability
- I. Motion to approve, 1st of 2 readings for the following policy:
 - Policy 5131.4 - Missing Abused and Neglected Children

A Motion was made by Stephanie Woodhouse-Hughes and seconded by Kerrie Marrone, to approve items 8.B., 8.C., 8.D., 8.E., 8.F., 8.G., 8.H., 8.I. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levari, Levitt, Marrone, Syed, Woodhouse-Hughes.

9. Community Relations

- A. Community Relations Report (Mrs. Delcher)

Discussion: Mrs. Marrone shared that they are still defining what they are looking to do with the Community Relations.

10. Other Business

- A. Superintendent Report (Mr. Bretones)

Mr. Bretones reviewed his Superintendent report. Highlights included:

~ Mr. Bretones thanked the Board of Education, and shared how fortunate we are to have such efficient and professional members.

- B. Motion to approve HIB incident number 16-17ES2, as presented in executive session by the Superintendent on December 19, 2016.

A Motion was made by Deborah Levitt and seconded by Angelic Delcher, to approve item 10.B. The Motion Passed by a vote of 7 Ayes, 0 Nays and 2 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Syed, Woodhouse-Hughes. Board Members Abstain: Levari, Marrone.

- C. Motion to approve the Meeting Minutes from December 19, 2016.

A Motion was made by Deborah Levitt and seconded by Kerrie Marrone, to approve item 10.C. The Motion Passed by a vote of 6 Ayes, 0 Nays and 3 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Syed. Board Members Abstain: Levari, Marrone, Woodhouse-Hughes.

- D. Motion to approve the Executive Session Meeting Minutes from December 19, 2016.

A Motion was made by Deborah Levitt and seconded by Mark Bruno, to approve item 10.D. The Motion Passed by a vote of 6 Ayes, 0 Nays and 3 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Syed. Board Members Abstain: Levari, Marrone, Woodhouse-Hughes.

- E. Motion to approve the Meeting Minutes from January 3, 2017.

A Motion was made by Deborah Levitt and seconded by Kerrie Marrone, to approve item 10.E. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levari, Levitt, Marrone, Syed, Woodhouse-Hughes.

11. Open to the Public

PTO report (Mrs. Ascuncion)

- ~ White Horse sub sale brought in \$1,200.00.
- ~ Winter Carnival - was a huge success. They made \$4,000.00.
- ~ Second half of clubs funded.

PTO Upcoming Events:

- ~ Sweetheart dance
- ~ Spring Fling
- ~ Dave's Day
- ~ Northfield's got talent

~ Karyn White, 232 Davis Avenue, Northfield - Congratulated Mrs. Levitt for being nominated and accepting the position of President of the Board. Mrs. White thanked her for taking this role.

12. Executive Session

Motion to adopt the following resolution - WHEREAS, Chapter 231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in Executive session under certain limited circumstances; and WHEREAS, said law requires the Board of Education to adopt a resolution at a public meeting before it can meet in such an Executive Session; and WHEREAS, the Board of Education is scheduled to hold a meeting on February 27, 2017 at 6:30 p.m. in the Northfield Community School Music Room; and WHEREAS, the Board of Education expects to discuss matters in Executive Session at this meeting; NOW THEREFORE, BE IT RESOLVED, that the Northfield City Board of Education expects to discuss personnel, executive session minutes, negotiations, student issues and other matters covered by attorney client privilege during the aforementioned Executive Session; and BE IT FURTHER RESOLVED that the public portion of the Northfield Board of Education meeting will commence at 7:00 p.m.

A Motion was made by Christopher Kennedy and seconded by Angelic Delcher, to approve item 12. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levari, Levitt, Marrone, Syed, Woodhouse-Hughes.

13. Announcement

Next Regular Meeting, Monday, February 27, 2017, Vocal Room, 6:30 p.m.

14. Adjournment

A Motion was made by Angelic Delcher and seconded by Mark Bruno, to adjourn at 7:47 p.m.. The Motion Passed by a vote of 9 Ayes and 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levari, Levitt, Marrone, Syed, Woodhouse-Hughes.

Respectfully submitted,

Linda Albright
Business Administrator/Board Secretary