

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

Meeting Called to Order

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

Roll Call

Mr. Barnhart - Present

Mr. Bruno - Present - arrived at 7:15 p.m.

Mrs. Delcher - Present

Mr. Kennedy - Present

Mrs. Levitt - Present

Mrs. Marrone - Present

Dr. Syed - Present - arrived at 6:43 p.m.

Ms. Woodhouse - Present - arrived at 6:37 p.m.

Mr. Wynne - Present

Interim Superintendent

Mr. Garguilo

Business Administrator/Board Secretary

Mrs. Albright

Solicitor

Mr. Geppert, Esq

Additional Administrators in Attendance

Ms. Vaccaro

Mr. Robbins

Ms. Dye

Others in Attendance

Ms. Leatherwood

Mr. Phommathep

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 5, 2016 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 5, 2016 mailed to The Press of Atlantic City

and to The Current of Egg Harbor Township and to 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 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 6:34 p.m.
Let the minutes reflect that the Board of Education returned to Regular Session at 7:00 p.m.*

A Motion was made by Kerrie Marrone and seconded by Deborah Levitt , to approve item 1. The Motion was passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Delcher, Kennedy, Levitt, Marrone, Wynne. Board Members Absent: Bruno, Syed, Woodhouse.

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

2. Presentation

A. Presentation to recognize the staff and students of the NCS Future Engineers Club.

Discussion: Mr. Robbins shared that the Future Engineers Club has put in a lot of work each year and Ms. O'Connor and the club advisors make it all happen. This year's challenge was "waste not". Ms. O'Connor explained the student's process at the Future Engineers event. She gave certificates to each participating student and shared how proud she was of them. Mr. Garguilo congratulated the students and shared that they are the engineers of the future. They will fix the things that we could not. Mr. Wynne shared what an outstanding job the students and staff have done.

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.

No public addressed the Board at this time.

4. Curriculum

A. Curriculum Committee Report (Mrs. Levitt)

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

- ~ PARCC - score presentation to BOE
- ~ 4th grade Novel list
- ~ Grade 4 Kindness Kid-mmittee
- ~ Music Curriculum

B. January Monthly Reports

- Mr. Robbins
- Mrs. Vaccaro
- Mrs. Dye
- Mr. Mease
- Ms. Leatherwood
- Mr. Phommathep

Mrs. Vaccaro informed that two Emergency Procedures were conducted in December: December 15, 2015, Fire Drill - 9:10-9:18 a.m. and December 21, 2015, Active Shooter Drill, Police Presence - 10:00-10:10 a.m.

Discussion: Mrs. Levitt asked if the monthly reports could be in the same format.

C. PARCC score presentation

Discussion: Ms. Dye reviewed the PARCC test results and compared them to the NJ state averages. Her presentation is the same used county wide to be consistent with the other schools. She presented the NCS ELA and Math scores at each grade level and she explained that the PARCC test results are based on 5 performance levels. The NJASK was a 3-level tier. The majority of students at NCS did well and scored higher than the state average. In almost all grade levels, more than 50% of our students scored 'greater than or equal' to a level 4; meeting grade level expectations for both ELA and Math. Ms. Dye explained that NCS is waiting for more data on subgroups and will be evaluating that data as it comes in.

Chris Cafiero, 303 W. Revere Ave, asked if we should make changes based on year one PARCC

data results. Mr. Garguilo said that we would not. We will use the data to identify if we have weaknesses or strengths in a subject area.

- D. Motion to approve the following school trips for the 2015-2016 school year.
- 1st grade trip to Cape May Zoo on May 20, 2016

A Motion was made by Deborah Levitt and seconded by Stephanie Woodhouse, to approve item 4.D. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Marrone, Syed, Woodhouse, Wynne.

5. Personnel

- A. Personnel Committee Report (Mr. Wynne)

Mr. Wynne reviewed items discussed at the recent meeting.

- B. Motion to approve the unpaid medical leave for the confidential secretary, Karen Deuel, from November 11, 2015 through June 30, 2016.

Discussion: Mrs. Levitt spoke for the board and wished Mrs. Deuel well and hopes for a good resolution.

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve item 5.B. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Marrone, Syed, Woodhouse, Wynne.

- C. Motion to approve, upon the recommendation of the Superintendent, Tina Guetzlaff for the Long Term confidential secretary Substitute through June 30, 2016 at a salary of \$47,640 (pro-rated), effective January 26, 2016. .
- D. Motion to accept the retirement of Mary Ann Gitto as teacher's aide effective June 30, 2016

Discussion: Mrs. Delcher shared her regrets that Mrs. Gitto is retiring. She is very sorry to see her go, she has been with NCS for a long time. Mrs. Vaccaro shared that Mrs. Gitto loved her job and her students. She will be missed.

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve item 5.D. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Marrone, Syed, Woodhouse, Wynne.

- E. Motion to approve the following for student observation from the University of Phoenix for the Spring 2016 semester.
- Elizabeth Cummings to observe Kristen Polak (grade 6)
- F. Motion to accept the resignation of Lindsey Cooker, as part-time Classroom Aide, effective February 11, 2016.
- G. Motion to approve the posting/and or advertising for Classroom Aide for Middle School.
- H. Motion to approve, upon the recommendation of the Superintendent,

Michelle Livingston for PT Classroom Aide, through June 30, 2016, at a hourly rate of \$17.03 BA Step 1, effective 2/11/16 (she replaces Lindsey Cooker who resigned).

- I. Motion to approve Sheri Lamp as a volunteer for drama for the 2015-2016 school year.
- J. Motion to approve the posting and/or advertising for a Temp Occupational Therapist. 2 days a week (\$350/day)
- K. Motion to approve, upon the recommendation of the Superintendent, Meghan Allison as Occupational Therapist at a rate of \$400 per day for 2 days per week, beginning 1/26/16 - 4/5/16, (pending successful completion of criminal history background check).
- L. Motion to approve the posting and/or advertising for a Long Term Special Ed. Aide Substitute.
- M. Motion to approve, upon the recommendation of the Superintendent, Rebecca Simon for Long Term Special Ed. Aide Substitute, effective January 26, 2016 through June 30, 2016 at a hourly rate of \$10.00.
- N. Motion to approve, upon the recommendation of the Superintendent, the following change on the 2015-16 salary guide for Wendy Miller (change being made because of successful completion of approved courses):
 - From 9/1/15 - 12/31/15, BA+15 Step 9 @ \$56,660 (current salary)
 - From 1/1/16 - 6/30/16, BA+30 Step 9 @ \$57,748 (adjusted salary) retroactive to 1/1/16
- O. Motion to approve, upon the recommendation of the Superintendent, the following change on the 2015-16 salary guide for Tara Mousaw (change being made because of successful completion of approved courses):
 - From 9/1/15 - 12/31/15, BA+30 Step 2 @ \$49,914 (current salary)
 - From 1/1/16 - 6/30/16, MA Step 2 @ \$51,337 (adjusted salary) retroactive to 1/1/16
- P. Motion to approve, upon the recommendation of the Superintendent, the following change on the 2015-16 salary guide for Amy Moskowitz (change being made because of successful completion of approved courses):
 - From 9/1/15 - 12/31/15, (P/T) BA Step 3 @ \$27,666 (current salary)
 - From 1/1/16 - 6/30/16, (P/T) BA+30 Step 3 @ \$28,198 (adjusted salary) retroactive to 1/1/16
- Q. Motion to accept the resignation of Kim Charlton, as Lunchroom/Playground Aide, effective January 22, 2016.
- R. Motion to approve the posting/and or advertising for Lunchroom/Playground Aide.
- S. Motion to approve the attached list of substitutes for the 2015-2016 school year.

A Motion was made by Steve Wynne and seconded by Mark Bruno, to approve items 5.C., 5.E., 5.F., 5.G., 5.H., 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, Levitt, Marrone, Syed, Woodhouse, Wynne.

6. Facilities

A. Facilities Committee Report (Mr. Barnhart)

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

- ~ Punch list
- ~ Parking lot improvements
- ~ Discussion on athletic field
- ~ NCS sign

Discussion: Mr. Garguilo explained what happened with the NCS sign during the recent snow storm. Per the manufacturer, the sign was built to sustain 100 mph winds. There was never winds of that magnitude during the storm. It was a manufacturer's defect that resulted in the damage and is being addressed with the manufacturer.

- B. Motion to approve the Change Order Request (COR) No. 21R for gas pressure investigation and site work in the amount of \$2,157.00 using contingency allowance.
- C. Motion to approve that it be Resolved that the Northfield Board of Education authorizes the Business Administrator to advertise for bids for the parking lot and concrete site upgrades.

A Motion was made by Jon Barnhart and seconded by Mark Bruno, to approve items 6.B., 6.C. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Marrone, Syed, Woodhouse, Wynne.

7. Finance

A. Finance Committee Report (Dr. Syed)

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

- ~ Bills List, Transfers, BSR's, and Treasurer's Report
- ~ sale of 50 SREC's
- ~ Budget committee meeting

- B. Pursuant to NJAC 6A:23A-16.10(c)4, we certify that as of December 31, 2015, 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-16.10(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 Board Secretary's Report for December 21, 2015.
- D. Motion to approve the Cash Reconciliation(Treasurer's) Report for December 21, 2015.
- E. Motion to approve the Bill's List in the amount of \$422,806.33.
- F. Motion to approve the attached list of Transfers for January 25, 2016.
- G. Motion to approve the annual service contract for the period January 1, 2016 through December 31, 2016 with Otis Elevator in the amount of \$3,767.05.
- H. Motion to approve the attached resolution authorizing the School Business Administrator to sell 50 SREC's.
- I. Motion to approve the waiver of liability insurance for the Northfield Mothers' League Annual Spaghetti Dinner.
- J. Motion to approve the attached list of professional development days for designated staff.

Discussion: Mr. Delcher asked about the Kindergarten team going out on the same day for their professional development. Mr. Garguilo explained that they will be splitting their time, 1/2 of the team will go on one day, 1/2 on another. The teachers will attend different sessions depending on the day.

A Motion was made by Zubair Syed and seconded by Deborah Levitt, to approve item 7.J. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Marrone, Syed, Woodhouse, Wynne.

- K. Motion to approve the attached Resolution for Waiver of Requirements to Participate in Special Education Medicaid Initiative (SEMI) Program for the 2016-2017 budget year.

Discussion: Dr. Syed asked Mrs. Albright what SEMI is. Mrs. Albright explained that SEMI provides Medicaid eligible reimbursements, but it is a complex program to participate in and very labor intensive due to Federal reporting requirements. She also explained that up to this point NCS has had less than 40 students that qualify for this program and we have been able to waive participating. She did caution that in an upcoming year NCS may exceed this number and we will have to participate.

A Motion was made by Zubair Syed and seconded by Deborah Levitt, to approve item 7.K. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Marrone, Syed, Woodhouse, Wynne.

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

8. Policy

A. Policy Committee Report (Mrs. Woodhouse)

Ms. Woodhouse reviewed items discussed at the recent meeting. Highlights included:

- ~ Meeting By-Laws
- ~ Community Relations Committee
- ~ Tuition policy

B. Motion to approve, first and final reading of the Meeting By-Laws.

Discussion: Mr. Kennedy would like to keep the 'moment of silence' in the Board Meeting process. Mrs. Levitt would rather see it on an 'as needed basis' or for a specific purpose. The Board decided to keep it. Mr. Barnhart asked about the change in committees.

This Motion was pulled for revisions.

C. Motion to approve, the second and final reading of the Tuition Policy.

A Motion was made by Stephanie Woodhouse and seconded by Deborah Levitt, to approve item 8.C. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Marrone, Syed, Woodhouse, Wynne.

9. Community Relations

A. Community Relations Committee Report (Mrs. Delcher)

There was no meeting held.

Discussion: Mr. Wynne gave the committee chair some examples as to what the committee should represent.

B. PTO Update

Discussion: Mrs. Marrone shared that the PTO and NEF are still working together. Mrs. Vaccaro thanked the clubs for all they do.

- ~ Winter carnival was a record breaker. Very well attended
- ~ Spirit wear delivered

Upcoming Events:

- ~ Sweetheart Dance
- ~ Dave's Day
- ~ Assembly
- ~ K-8 Lip Sync Battle

C. NEF Update

D. Green Team Update (Janice Dye)

Discussion: Ms. Dye will meet with the City of Northfield to collaborate with them on how to apply for future grants to benefit the community, as well as the school. We currently have a sustainable NJ grant(stretch for health) for our middle school. NCS is also supporting the District-wide recycling campaign.

10. Other Business

A. Superintendent Report (Mr. Garguilo)

Mr. Garguilo reviewed his superintendent's report. Highlights included:

- ~ HIB Report
- ~ EVVRS
- ~ Security Camera Policy - we need to develop
- ~ Hover Boards - we need to develop a policy
- ~ Welcome back Alyssa

Discussion: Mr. Garguilo explained that we need to include hover boards in either our current skateboard policy or create a new one. Mr. Wynne said that we shouldn't wait for a policy. Mr. Garguilo is going to make a directive that hover boards will not be allowed on campus due to liability.

B. HIB Report

C. Electronic Violence and Vandalism Reporting System (EVVRS)

D. Motion to approve the Regular Session Meeting Minutes from December 21, 2015.

E. Motion to approve the Executive Session Meeting Minutes from December 21, 2015.

F. Motion to approve the Re-Organization Meeting Minutes from January 4, 2016.

G. Motion to approve the Special Board Meeting Minutes from January 11, 2016.

Discussion: Mrs. Levitt shared that there will be a city meeting regarding the New Road construction project. The State project will be happening January through September.

H. Motion to approve the Executive Session Meeting Minutes from January 11, 2016.

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve items 10.G. and 10.H. The Motion Passed by a vote of 8 Ayes, 0 Nays and 1 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Marrone, Syed, Woodhouse, Wynne. Board

Members Abstain: Kennedy.

A Motion was made by Steve Wynne and seconded by Angelic Delcher, to approve items 10:D., 10.E., 10.F. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Marrone, Syed, Woodhouse, Wynne.

11. Open to the Public

No public addressed the Board at this time.

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 meeting 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 meeting on February 22, 2016 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, and 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 Stephanie Woodhouse and seconded by Mark Bruno, 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, Levitt, Marrone, Syed, Woodhouse, Wynne.

13. Announcement

Next Regular BOE Meeting, Monday, February 22, 2016, Vocal Room, 6:30 p.m.

Special Board Meetings, Executive Session only, to conduct interviews for the Superintendent position, January 26, 2016 and February 4, 2016, Board Office Conference Room, 5:30 p.m.

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 re-enter into Executive Session to finish discussions of personnel 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 re-entered into executive session at 8:30 p.m.
Let the minutes reflect that the Board of Education returned to regular session at 9:08 p.m.*

A Motion was made by Steve Wynne and seconded by Mark Bruno to re-enter into Executive session. The Motion passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Marrone, Syed, Woodhouse, Wynne.

A Motion was made by Angelic Delcher and seconded by Deborah Levitt, to return to Regular Session. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Marrone, Syed, Woodhouse, Wynne.

14. Adjournment

A Motion was made by Angelic Delcher and seconded by Deborah Levitt, to adjourn at 9:08 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, Levitt, Marrone, Syed, Woodhouse, Wynne.

Respectfully submitted,

Linda Albright
Business Administrator/Board Secretary