

**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, Mr. Wynne at 6:30 p.m..

Roll Call

Mr. Barnhart - Present  
Mr. Bruno - Present  
Mrs. Delcher - Present  
Mr. Kennedy - Present  
Mrs. Levitt - Absent  
Dr. Syed - Present  
Mrs. White - Present  
Ms. Woodhouse - Absent  
Mr. Wynne - Present

Interim Superintendent  
Mr. Garguilo

Business Administrator/Board Secretary  
Linda Albright

Solicitor  
John Geppert, Esq.

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 Meetings Act", Northfield Board of Education at 3:00 p.m. on January 13, 2015 caused to be posted at the Office of the Board of Education located at 2000 New Road, Northfield, New Jersey and at 9:00 a.m. on January 13, 2015 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, security, student matters, 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 6:32 p.m.  
Let the minutes reflect that the Board of Education returned to regular session at 6:58 p.m.*

A Motion was made by Steve Wynne and seconded by Angelic Delcher to approve Item 1. The Motion passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Aye: Barnhart, Bruno, Delcher, Kennedy, Syed, White, Wynne. Board Members Absent: Levitt, Woodhouse.

A Motion was made by Angelic Delcher and seconded by Mark Bruno, to return to open session.. The Motion Passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Kennedy , Syed , White , Wynne . Board Members Absent: Levitt , Woodhouse .

## **2. 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.

## **3. Curriculum**

A. Curriculum Committee Report (Mrs. White)

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

- ~ Articulation Constituency Meeting (Linwood, SP, Mainland) - Dec 9
- ~ Mainland invited to Feb constituency meeting

- ~ Successfully submitted PARCC student registration on Monday, Jan 12th
- ~ Textbooks/Supplementals - reviewing Science and Social Studies
- ~ Schedules - schedules and times for 2015-16 school year as well as calendar
- ~ Parent Involvement & Communication

Discussion: The Board discussed the 2015-16 school calendar and scheduling snow days. It was decided that, if necessary, 3 days will be made up at the end of the year then any additional days taken from spring break.

**B. December 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 5, 2014, Fire Drill, 10:00-10:10 a.m. and December 12, 2014, Active Shooter Drill, 9:30-9:40 a.m.

- C. Motion to approve the field trip to Princeton University for 10 students to attend the Young Women's Conference with Ms. Schafer on March 19, 2015. Transportation is funded by NEF.
- D. Motion to approve the affiliation agreement with Richard Stockton College for internships, clinical education and field work programs. The agreement has been reviewed by our attorney and changes were made in conjunction with Stockton.
- E. Motion to approve the following 4th grade class trip (funded by NEF Art Goes to School):
- April 21, 2015 - Philadelphia Museum of Art

Discussion: Mrs. Vaccaro attended the PTO meeting and explained that they are looking for guidance from the Board as to how they should handle the funding for class trips. They are considering keeping the monies raised this year and spend it for next year's class trips. Mr. Garguilo suggested they plan next year's trips this summer once they know their funding.

A Motion was made by Karyn White and seconded by Mark Bruno, to approve items 3.C., 3.D., 3.E. The Motion Passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Kennedy , Syed , White , Wynne . Board Members Absent: Levitt , Woodhouse .

**4. Personnel**

**A. Personnel Committee (Mrs. Levitt)**

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

- ~ List of agenda items
- ~ Items that will be in budget

- B. Motion to approve, upon the recommendation of the Superintendent, Charles Dupras as substitute teacher to cover Mrs. O'Connor from January 20, 2015 through January 30, 2015 while she is on medical leave.
- C. Motion to approve, upon the recommendation of the Superintendent, Werner Raff as long term substitute replacement teacher certified in Science effective March 2, 2015 through May 8, 2015 at a per diem rate of \$145.00 for the first 60 days then based on Step 1, BA of the 2014-15 salary guide for the remainder of the coverage.

Discussion: Mrs. Delcher asked what teacher was leaving. Mr. Garguilo explained that a science teacher is going out on maternity leave and will be back in May.

A Motion was made by Steve Wynne and seconded by Mark Bruno, to approve item 4.C. The Motion passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Syed, White, Wynne. Board Members Absent: Levitt, Woodhouse.

- D. Motion to accept the resignation of April Martyn as Main Entrance Receptionist effective January 30, 2015.
- E. Motion to approve the posting and/or advertising for a main entrance receptionist effective February 2, 2015.
- F. Motion to approve the following student teacher placement request from Rowan University for the Spring 2015 semester:
  - Robyn Sauer - to work with Mrs. Baker (2nd grade)
- G. Motion to approve the following fieldwork placement request from Stockton College for the spring 2015 semester:
  - Amanda Vaccaro - to work with Ms. Brady (Kindergarten)
- H. Motion to approve the attached list of substitutes for the 2014-15 school year.
- I. Motion to approve the following student observation request from Western Governors University for the spring 2015 semester.
  - Lisa Summers - to work with Mrs. Walker (6th grade) and Mrs. Crooks (2nd grade). Mrs. Summers is an employee in the district, works part time (am) and will be observing during the afternoon for a total of sixty hours to be split between the two teachers.
- J. Motion to approve, upon the recommendation of the Superintendent, the following teachers as co-advisors for the Dave Lewis Junior STAR program advisors effective February, 2015 through June, 2015 at a shared stipend of \$600.00(paid for by the NEF):
  - Jill Thomas
  - Lynsey Hehre
- K. Motion to approve, upon the recommendation of the Superintendent, Jane Lundbeck as Intramural Coach for the 2014-15 school year at a stipend of

\$600.00(paid for by the NEF).

- L. Motion to approve, upon the recommendation of the Superintendent, Denise Blanche as Main Entrance Receptionist effective February 2, 2015 through the last day of school June, 2015 at an hourly rate of \$10.00(full time, single benefits) to replace Ms. Martyn who resigned.
- M. Motion to approve the posting and/or advertising for a part time special education aide(to replace Mrs. Blanche who is transferring to Main Entrance Receptionist position).
- N. Motion to approve the attached additional list of substitutes for the 2014-15 school year.

A Motion was made by Steve Wynne and seconded by Angelic Delcher, to approve items 4.B., 4.D., 4.E., 4.F., 4.G., 4.H., 4.I., 4.J., 4.K., 4.L., 4.M., 4.N. The Motion Passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Kennedy , Syed , White , Wynne . Board Members Absent: Levitt , Woodhouse .

## **5. Facilities**

- A. Facilities Committee Report (Mr. Barnhart)

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

- ~ Code Review by DCA
- ~ Pre-bid meeting - 11 contractors came and 1 came in later in the day
- ~ Acceptance of the mitigation grant award for generator switch project
- ~ FMV offer of \$1,000 for Route 9 sidewalk project

- B. Motion to approve the acceptance of the mitigation grant award in the amount of \$37,793.00 under HMGP-DR-4086-NJ-0167 for a generator switch project, from the State of New Jersey emergency management program. Federal share of \$34,014.00 and a non-Federal share of \$3,779.00.
- C. Motion to approve the acceptance of the FMV offer of \$1,000.00 from the State of New Jersey, Department of Transportation, for an easement on our property for the Route 9 sidewalk project.
- D. Motion to approve the annual Otis Elevator service contract in the amount of \$3,795.96 for the period of January 1, 2015 through December 31, 2015.
- E. Motion to approve the proposal from Trugreen Commercial for Fertilizer and Vegetation Control Lawn Services for the 2014 season in the amount of \$5,370.00.

A Motion was made by Jon Barnhart and seconded by Mark Bruno, to approve items 5.B., 5.C., 5.D., 5.E. The Motion Passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Kennedy , Syed , White , Wynne . Board Members Absent: Levitt , Woodhouse .

## 6. 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
- ~ Affordable Care Act
- ~ Budget Public Hearing
- ~ 2015 School Election and Budget Procedures Calendar

B. Pursuant to NJAC 6A:23A-16.10(c)4, we certify that as of December 31, 2014, 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 31, 2014.

D. Motion to approve the Cash Reconciliation(Treasurer's) Report for December 31, 2014.

E. Motion to approve the Bill's List in the amount of \$604,638.16.

F. Motion to approve the attached list of Transfers for December 31, 2014.

G. Motion to approve the revised annual meeting calendar.

H. Motion to approve the proposal from IEP Direct as follows: (IEP Direct has purchased and will replace student Contour Tracker)

- 14-15 School Year - \$2,669.00
- 15-16 School Year - \$6,404.00
- 16-17 through 18-19 - \$13,094.00 (startup cost purchased over a 3 year period)
- Subsequent Years - \$10,177.00

I. Motion to approve the Budget Public Hearing to be held on Monday April 27, 2015 at 6:00 pm. (This is immediately prior to the regularly scheduled Board meeting).

J. Motion to approve the New Jersey Department of Education 2015 School Election and Budget Procedure Calendar, and the District Budget Preparation Calendar.

K. Motion to approve DOB 3/10/00 to attend Yale School Northfield Campus at an annual tuition rate of \$49,140.00, prorated from 1/14/15 to the end of the 2014-2015 school year.

L. Motion to approve DOB 12/11/00 to attend Yale School Northfield

Campus at an annual tuition rate of \$49,140.00, prorated from 1/20/15 to the end of the 2014-2015 school year.

- M. Motion to approve the attached list of professional development for staff as indicated.
- N. Motion to approve the attached resolution for the sale of the attached list of surplus property through Gov. Deals.
- O. Motion to approve the attached Resolution for Waiver of Requirements to Participate in Special Education Medicaid Initiate(SEMI)Program for the 2015-16 budget year.
- P. Motion to approve the amended NCLB FY15 Grant application to include previous grant year carry-over amounts and expenditure amendments as follows:
- Title I - \$110,181.00
  - Title IIA - \$25,753.00
  - Title III - \$20,923.00
- Q. Motion to approve the following 2014-15 partial school year salaries to be paid from the NCLB FY15 grant:
- Jennifer Cook - \$10,000.00
  - Susan Farr - \$10,000.00
  - Denay Schallawitz - \$10,000.00
  - Megan Ward - \$10,000.00
  - Brittany Longo - \$10,000.00
  - Alicia Caprio - \$10,000.00
  - Linda Levitt-Doyle - \$10,000.00
- R. Motion to approve the additional bills in the amount of \$47,216.67.
- S. Motion to approve the additional professional development days for designated staff per the attached.
- T. Motion to approve DOB 12/11/00 to attend Yale School Northfield Campus at an annual tuition rate of \$49,140.00 prorated from 1/20/15 to 1/22/15. THIS MOTION REPLACES MOTION L. ON THE ORIGINAL AGENDA.
- U. Motion to approve DOB 12/11/00 to attend Coastal Learning Center, Northfield Campus at a rate of \$47,371.00, effective 2/2/15 through the end of the 2014-15 school year.

A Motion was made by Zubair Syed and seconded by Mark Bruno, to approve items 6.B., 6.C., 6.D., 6.E., 6.F., 6.G., 6.H., 6.I., 6.J., 6.K., 6.M., 6.N., 6.O., 6.P., 6.Q., 6.R., 6.S., 6.T., 6.U. The Motion Passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Kennedy , Syed , White , Wynne . Board Members Absent: Levitt , Woodhouse .

## 7. Policy

A. Policy Committee Report (Mrs. Levitt)

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

~ Policy 6142.4 - Physical Education and Health, mandated change

Discussion: The Board discussed how to handle school day closings. Mr. Wynne asked when they should call the day off. Mr. Bruno suggested we make the call at 5:30/6 a.m. on the day of closing, not the day before. Mr. Garguilo shared that he needs to make the call by 5:15/5:30 a.m. for staff, 6 a.m. for students. Mrs. White asked that this information be communicated on our website.

B. Motion to approve the first reading of the following revised policy:

- 6142.4 - Physical Education and Health

A Motion was made by Steve Wynne and seconded by Mark Bruno, to approve 7.B. The Motion Passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Kennedy , Syed , White , Wynne . Board Members Absent: Levitt , Woodhouse .

**8. Shared Services**

A. Shared Services Committee Report (Mr. Bruno)

There was no meeting held.

Discussion: Mr. Garguilo explained that MRHS was reviewing hiring an HVAC specialist that can be shared. Mr. Wynne explained that he received a call from the NJ State Assemblyman and the vote for the funding of a school consolidation study will be on Thursday, February 5th.

**9. Other Business**

A. Superintendent Report (Mr. Garguilo)

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

~ Security Reviews - including locks and lock down drills.

~ FETC Conference - Mr. Garguilo shared that the FETC Conference was phenomenal. He is so proud of how far ahead NCS is in BYOD. Thanks to Mr. Robbins, Mr. Phommathep and Mr. Jarrett for their input and presentations. Mr. Robbins expressed how fortunate we are and that out of the 50 who attended the Conference only 5 are using BYOD in their classroom.

~ High School Heroes program - Mr. Garguilo shared that he is following up with Celeste Hardwood, a coordinator with Junior Achievement. They have a program called High School Heroes which teaches middle school students about financial literacy. They come into the classroom and teach alongside the staff in the classroom.

~ Homeland Security survey - Mr. Garguilo downloaded a copy of the Homeland Security survey and gave to a parent, a student and an administrator to get feedback before we distribute the survey to everyone. Once the data is deemed secure, it will be used to build the school's security plan. Mr. Garguilo will give the survey to the Curriculum Committee for their review.



~ Strategic Plan review - Mr. Garguilo reviewed the Strategic Plan. He has also received input from Finance, Curriculum Instruction, and the Principals. He is going to take the 5 components and give to the Board committees for review. Mr. Wynne reminded everyone that Charlene Zoerb will be at the February 23rd Board meeting, to review the Student Achievement section of the Strategic Plan.

~ Release of the school's report card.

B. PTO Update (Mrs. White)

- ~ Friday Night Fling is being planned
- ~ Box Tops
- ~ Acknowledge Volunteers
- ~ Recycled art project
- ~ Class Trips

C. NEF Update

- ~ TV 40 Studio equipment

D. Motion to approve the fund raising request from the Northfield Sports Boosters to be held during the NIT in February, 2015.

Discussion: Mrs. White asked Mr. Robbins how the volunteers are coming along. Mr. Robbins shared that there has not been a large attendance at meetings but they have assured him that they will be coming.

A Motion was made by Angelic Delcher and seconded by Karyn White, to approve item 9.D. The Motion passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Syed, White, Wynne. Board Members Absent: Levitt, Woodhouse

E. Motion to approve the Regular Session Meeting Minutes from December 15, 2014.

F. Motion to approve the Re-Organization Meeting Minutes from January 5, 2015.

G. Motion to approve the Executive Session Meeting Minutes from December 15, 2014.

A Motion was made by Angelic Delcher and seconded by Mark Bruno, to approve item 9.G. The Motion Passed by a vote of 6 Ayes, 0 Nays and 1 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Syed, White, Wynne. Board Members Absent: Levitt, Woodhouse. Board Members Abstain: Kennedy.

H. Motion to approve the Executive Session Meeting Minutes from January 5, 2015.

A Motion was made by Angelic Delcher and seconded by Mark Bruno, to approve 9.E., 9.F., 9.H.

The Motion Passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Kennedy , Syed , White , Wynne . Board Members Absent: Levitt , Woodhouse .

The following additional Other Business items were brought up for discussion by the Board:

Discussion: Mrs. White explained that she is a volunteer for Mainland United Soccer Association (MUSA). They have submitted their field usage request for two nights per week for the spring. Lacrosse also wants to use the field. The Board discussed the use of the fields, how to share the fields, how they will be maintained and who will be paying for the maintenance.

Discussion: Mr. Wynne shared that he received a request from someone in the community asking to use the gym on Friday nights to keep the kids off the streets. The Board agreed that for liability reasons, there must be an organization in charge of any event that takes place in the school.

#### **10. Open to the Public**

No public addressed the Board at this time.

#### **11. 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 meeting on February 23, 2015 at 6:30 p.m. in the Northfield Community School Music Room; and WHEREAS, the Board of Education intends to discuss matters in Executive Session at this meeting; NOW THEREFORE, BE IT RESOLVED, that the Northfield City Board of Education expects to discuss student matters, personnel, 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 Christopher Kennedy and seconded by Angelic Delcher to approve item 11. The motion passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Aye: Barnhart, Bruno, Delcher, Kennedy, Syed, White, Wynne. Board Members Absent: Levitt, Woodhouse.

#### **12. Announcement**

Next Regular BOE meeting, Monday, February 23, 2015, Vocal Music Room, 6:30 PM

#### **13. Adjournment**

A Motion was made by Angelic Delcher and seconded by Mark Bruno, to adjourn the meeting at 7:55 p.m. The Motion Passed by a vote of 7 Ayes and 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Kennedy , Syed , White , Wynne . Board Members Absent: Levitt , Woodhouse .

Respectfully submitted,

Linda Albright

Business Administrator/Board Secretary