

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 - Present
Dr. Syed - Present
Mrs. White - Present
Ms. Woodhouse - Present
Mr. Wynne - Present

Interim Superintendent
Mr. Garguilo

Business Administrator/Board Secretary
Linda Albright

Solicitor
John Geppert, Esq.

Additional Administrators in Attendance
Maureen Vaccaro
Glenn Robins
Janice Dye

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 6:33 p.m.
Let the minutes reflect that the Board of Education returned to regular session at 7:16 p.m.*

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

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

2. Presentation

A. PARCC

Discussion: Mr. Garguilo thanked the staff for their efforts preparing for PARCC testing. Mr. Garguilo explained the PARCC testing procedure regarding absences and attendance policy, and students opting out. Students who opt out will not be in the same setting as the students who are taking the test. Parent permission must be in writing in order to opt out.

B. Certificate of Appreciation - presented to the Board from Richard Stockton College

Discussion: Dr. Pamela Vaughn from Stockton University presented a certificate of appreciation thanking us for our student teacher partnership with Stockton.

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.

- Scott Sarraiocco, 821 W. Mill Road, thanked the Board of Education and the Administration for their decision on PARCC.

4. Curriculum

A. Curriculum Committee Report

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

- ~ Articulation
- ~ Materials - Textbooks/Supplementals, reviewing Science and Social Studies
- ~ Schedules - discussed schedules and times for 2015-16 school year
- ~ Additional Activities to Improve Academics
- ~ Graduation Awards
- ~ Special Person Day - Thurs, May 28th

Discussion: Dr. Syed asked if the PARCC test would be used as part of the assessment based placement especially since some of the high achieving students have opted out of taking the test. Mrs. White shared that it would not be used in the assessment of the students and therefore will not affect placement.

B. January Monthly Reports

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

Mrs. Vaccaro informed that two Emergency Procedures were conducted in January: January 28, 2015, Lockdown Drill, 1:45-1:55 p.m. and January 29, 2015, Fire Drill, 10:00-10:05 a.m.

C. Motion to approve the following Pre-School class trip for the 2014-15 school year:

- Friday, March 13, 2015 - Atlantic City Aquarium

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

D. Presentation by Charlene Zoerb from NJ School Boards Association on the "Board's Role in Student Achievement"

Discussion: Mrs. Zoerb presented to the Board the various characteristics that make up an effective school board. She shared that the functions of the board need to be evaluated from internal governance and policy formulation to communication with teachers, building administrators, and the public. Also, effective school boards commit to a vision of high expectations for student

achievement and quality instruction, they have shared beliefs and values, they are accountability driven and data savvy, they also promote professional development, School boards in high-achieving districts have attitudes, knowledge and approaches that separate them from their counterparts.

5. Personnel

A. Personnel Committee Report (Mrs. Levitt)

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

- ~ Leave of absence requests
- ~ Long-term substitute replacements
- ~ Resignation of Stacy Baggstrom as part-time nurse

B. Motion to approve, upon the recommendation of the Superintendent, Angela Williams as a part time aide for 19.5 hours per week at a rate of \$16.57 per hour (BA, Step 1) effective February 27, 2015 through the last day of school June, 2015. (Ms. Williams is replacing Mrs. Blanche who transferred to the Main Entrance Receptionist position).

C. Motion to approve the medical leave of absence from Terry Mittelman effective 2/13/15 through 6/1/15.

D. Motion to approve the posting and/or advertising for a part time aide effective 3/2/15 through 6/1/15 (to cover Mrs. Mittelman while she is on leave).

E. Motion to approve the revised return date for Mrs. Hannah Ryan. Mrs. Ryan will be returning from leave of absence on March 30, 2015.

F. Motion to approve the adjustment of Melissa Black's substitute dates. New end date will be April 2, 2015. (Ms. Black is covering for Mrs. Ryan while she is on leave. They will co-teach for several days).

G. Motion to approve the change in salary for Tara Mousaw. Ms. Mousaw is working two additional days a week to cover Mrs. Abbramowitz while she is on medical leave of absence. She will be compensated at a per diem rate of \$241.46 for those two days.

H. Motion to accept the resignation of Stacy Baggstrom as part time nurse.

I. Motion to approve the posting and/or advertising for a full time nurse until the end of the school.

J. Motion to approve the attached list of substitutes for the 2014-15 school year.

K. Motion to rescind the prior motion to hire Werner Raff as a long term substitute replacement teacher at a daily rate of \$145.00.

L. 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 22, 2015 at a per diem rate of \$100.00 for the first 60 days then based on Step 1, BA of the 2014-15

salary guide for the remainder of the coverage.

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

Discussion: Angelic Delcher asked if Mr. Raff was a substitute for a teacher on maternity leave, Mr. Robbins confirmed. Mr. Wynne asked if the 60 days was calendar or work days.

A Motion was made by Deborah Levitt and seconded by Stephanie Woodhouse, to approve 5.B., 5.C., 5.D., 5.E., 5.F., 5.G., 5.H., 5.I., 5.J., 5.K. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Kennedy , Levitt , Syed , White , Woodhouse , Wynne .

6. Facilities

A. Facilities Committee Report (Mr. Barnhart)

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

- ~ Bid Review - Resolution to award bid
- ~ FAN request to hang plaque in hallway honoring Karin Deveney
- ~ Enernoc proposal

B. Motion to approve a resolution delegating Spiezle Architect Group the authority to prepare all plans, specification, drawings, and necessary bid-related documents for the following projects:

- DOE Project #3720-056-14-1003, SDA Project #3720-056-14-G2UB, Grant #G5-5943, Northfield Community Middle School HVAC upgrades and replacement.
- DOE Project #3720-057-14-1009, SDA Project #3720-057-14-G2UC, Grant #G5-5944, Northfield Community Elementary School HVAC upgrades and replacement, door security access control upgrades, and exterior door replacement.

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

7. Finance

A. Finance Committee Report (Dr. Syed)

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

- ~ DRLAP - Comcast dedicated broadband
- ~ Copiers
- ~ Sell 64 SREC's
- ~ 2015-2016 Preliminary Budget Review

Discussion: Mrs. Albright shared that the preliminary budget is due to the County Superintendent on Friday, March 20th. The Board agreed to move the March BOE meeting to Monday, March 16th to review the budget during the Finance section in the regular meeting.

B. Pursuant to NJAC 6A:23A-16.10(c)4, we certify that as of January 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 January 31, 2015.
- D. Motion to approve the Bill's List in the amount of \$523,976.58.
- E. Motion to approve the Cash Reconciliation(Treasurer's) Report for January 31, 2015.
- F. Motion to approve the attached list of Transfers for January 31, 2015.
- G. Motion to approve attached resolution to award the DRLAP contract to Comcast for Ethernet Dedicated Internet Services for the amount of \$925.35 per month before E-Rate reimbursements, for the period July 1, 2015 through June 30, 2018 (36 Months).
- H. Motion to approve the 48 month lease plan for four copiers as outlined in the proposal from copiers plus in the amount of \$1,151.00 per month plus services and supplies billed on number of copies made by \$.0075 for black and \$.059 for color, using U.S. Communities Contract #440003732. This includes fund to pay off current lease.
- I. Motion to approve the attached bid resolution to award for the HVAC, Security, Roofing and Site Upgrades at the Northfield Community E.S. and M.S. project.
- J. Motion to approve the attached resolution authorizing the School Business Administrator to sell 64 SREC's.
- K. Motion to approve the attached list of professional development for designated staff members.

A Motion was made by Zubair Syed and seconded by Deborah Levitt, to approve 7.B., 7.C., 7.D., 7.E., 7.F., 7.G., 7.H., 7.I., 7.J., 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 , Syed , White , Woodhouse , Wynne .

8. Policy

- A. Policy Committee Report (Mrs. Levitt)

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

~ Policy #9130

- B. Motion to approve the first reading of policy #9130, Committees.

- C. Motion to approve the second and final reading of Policy #6142.4, Physical Education and Health.

A Motion was made by Deborah Levitt and seconded by Karyn White, to approve 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 , Syed , White , Woodhouse , Wynne .

- D. Motion to approve the revised Policy #5126, Awards for Student Achievement.

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

Discussion: Mrs. Levitt explained that the awards need to be reviewed.

- E. Motion to approve Policy #9130, Standing Committees of the Board per the attached. THIS MOTION REPLACES MOTION 8.B ON THE ORIGINAL AGENDA.

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

9. Shared Services

- A. Shared Services Committee Report (Mr. Bruno)

There was no meeting held.

Discussion: Mr. Wynne discussed the consolidation study. Mr. Garguilo had discussion with MRHS regarding HVAC specialist and electrician. We currently have no need for this.

10. Other Business

- A. Superintendent Report (Mr. Garguilo)

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

- ~ Students will be participating in the Allstate Chorus
- ~ QSAC is scheduled during PARCC, he is trying to reschedule
- ~ Homeland Security visit and drill
- ~ Parent Survey
- ~ 2015-16 calendar will be discussed next month
- ~ 8th grade trip - Beach clean up, BBQ with the Brigantine Green Community

- B. PTO Update (Mrs. White)

~ Class Field Trips

A Motion was made by Steve Wynne and seconded by Karyn White, to approve the PTO donation for 1st, 3rd, 4th and 8th grade field trips. The Motion Passed by a vote of 7 Ayes, 2 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Kennedy , Levitt , Syed , White , Woodhouse , Wynne . Board Members voting Nays: Bruno , Delcher .

Discussed: Mrs. White shared that the money that the PTO has budgeted will be there for the class trips. Monies are currently allocated for 1st, 3rd, 4th, and 6th grades and a donation for the 8th grade field trips for this year. Mr. Barnhart asked if the PTO can make the class trips a commitment for future years. Karen White shared that this is their intent.

~ Friday Night Fling

C. NEF Update

- ~ Dave's Day
- ~ Mathletes
- ~ Junior Stars
- ~ Robotics

D. Motion to approve the Regular Session Meeting Minutes from February 2, 2015.

A Motion was made by Steve Wynne and seconded by Mark Bruno, to approve 10.D. The Motion Passed by a vote of 7 Ayes, 0 Nays and 2 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Kennedy , Syed , White , Wynne . Board Members Abstain: Levitt , Woodhouse .

E. Motion to approve the Executive Session Meeting Minutes from February 2, 2015.

This Motion was tabled until after Executive session.

F. Discussion regarding the 2015-16 school year calendar.

Discussion: As part of Mr. Garguilo's superintendent report he offered that the 2015-16 school calendar will be discussed at next month's BOE meeting.

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

G. A Motion to approve two additional classes added to the SACC Community Ed program for the Spring 2015.

Discussion: Mr. Garguilo shared that the SACC Community Ed wants to add two classes that will start in the spring. They want to add a drawing class taught by one of our parents and a dance class which would include ballet and tap.

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve 10.G. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Kennedy , Levitt , Syed , White , Woodhouse , Wynne .

H. 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 personnel matters of attorney client privilege and Executive Session Meeting Minutes. 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 9:15 p.m.
Let the minutes reflect that the Board of Education returned to regular session at 9:50 p.m.*

A Motion was made by Steve Wynne and seconded by Mark Bruno, to approve item 10.H. The Motion passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Aye: Barnhart, Bruno, Delcher, Kennedy, Levitt, Syed, White, Woodhouse, Wynne.

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

I. Motion to approve the attached Resolution directing an employee to submit to a physical and psychiatric examination pursuant to N.J.S.A. 18A:16-2.

A Motion was made by Christopher Kennedy and seconded by Deborah Levitt, to approve 10.I. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Kennedy , Levitt , Syed , White , Woodhouse , Wynne .

J. Motion to approve the attached Resolution to withhold an employee increment for the 2015-16 school year.

A Motion was made by Christopher Kennedy and seconded by Deborah Levitt, to approve 10.J. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Kennedy , Levitt , Syed , White , Woodhouse , Wynne .

K. Motion to approve the Executive Session Meeting Minutes from February 2, 2015.

A Motion was made by Steve Wynne and seconded by Christopher Kennedy, to approve 10.K. The Motion Passed by a vote of 7 Ayes, 0 Nays and 2 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Kennedy , Syed , White , Wynne . Board Members Abstain: Levitt , Woodhouse .

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 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 March 16, 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 Steve Wynne and seconded by Karyn White, 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 , Syed , White , Woodhouse , Wynne .

13. Announcement

Next Regular BOE meeting, Monday, March 16, 2015, Vocal Music Room, 6:30 PM

14. Adjournment

A Motion was made by Angelic Delcher and seconded by Karyn White, to adjourn the meeting at 10:00 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 , Syed , White , Woodhouse , Wynne .

Respectfully submitted,

Linda Albright
Business Administrator/Board Secretary