

NORTHFIELD COMMUNITY SCHOOL
Northfield Community School, Vocal Music Room, 6:00 PM

Meeting Called to Order

The meeting was called to order by Board President, Deborah Levitt, at 6:04 p.m.

Roll Call

Mr. Barnhart - Present - left at 7:53 p.m.

Mr. Bruno - Present - arrived at 6:45 p.m. - left at 7:53 p.m.

Mrs. Delcher - Present - left at 7:53 p.m.

Mr. Kennedy - Present - left at 7:53 p.m.

Mr. Levari - Present

Mrs. Marrone - Present

Dr. Syed - Present

Ms. Woodhouse-Hughes - Present

Mrs. Levitt - Present

Superintendent

Mr. Bretones

Business Administrator/Board Secretary

Mrs. Albright

Solicitor

Mr. Geppert, Esq.

Additional Administrators in Attendance

Mrs. Dye

Mr. Morrison

Mrs. Vaccaro

Others in Attendance

Ms. Leatherwood

Mr. Wilson

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.

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 6:06 p.m.
Let the minutes reflect that the Board of Education returned to Regular Session at 7:02 p.m.*

A Motion was made by Mr. Kennedy and seconded by Mrs. 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, Delcher, Kennedy, Levari, Marrone, Syed, Woodhouse-Hughes, Levitt. Board Members Absent: Bruno.

A Motion was made by Angelic Delcher and seconded by Christopher Kennedy, 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, Levari, Levitt, Marrone, Syed, Woodhouse-Hughes.

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

2. Presentation

A. Recognition: Spelling Bee Winners

Discussion: Mr. Bretones congratulated and announced the 1st, 2nd and 3rd place winners of the Middle School and Elementary School spelling bees. He gave them certificates and t-shirts to recognize their outstanding achievement.

B. Recognition: Think Day Students

Discussion: Mr. Bretones, Mr. Vain and Mr. Miller presented trophies and t-shirts to our 1st place winning students for Think Day. Mr. Vain shared that these are a great group of kids. Mr. Bretones thanked Mr. Vain, Mr. Miller and parents for their time and dedication.

C. Recognition: SJ Band members

Discussion: Mr. Bretones and Dr. Cook recognized and congratulated all of the South Jersey Band members. Dr. Cook shared that the South Jersey band consists of the best instrumentalists in South Jersey. The competition is very difficult and there are hundreds of students who compete for a few spots. Northfield had seven students chosen.

D. Recognition: SJ Choir members

Discussion: Mr. Bretones and Mrs. McGrath recognized and congratulated our South Jersey choir members. Mrs. McGrath shared that the South Jersey choir competition is very similar to the band competition, but they are singing instead of playing instruments.

Discussion: Mrs. Levitt thanked all the students and shared how proud the Board is of their achievements.

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:

- ~ Staff PD Day
- ~ Course Codes
- ~ Parent Academy
- ~ Map SkillsNav
- ~ Alice's Kids

B. March Monthly Report

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

Mrs. Vaccaro informed that two Emergency Procedures were conducted in February. February 8, 2017, Fire Drill - 9:45-9:55 a.m. and February 27, 2017, Lock Down - 10:00-10:10 a.m.

- C. Motion to approve the attached list of Summer Special Education program for the weeks of July 10, 2017 through August 4, 2017. It is funded by the IDEIA Grant.
- D. Motion to approve the following class trips for the 2016-2017 school year.
- 8th grade class trip to Morey's Pier, Wildwood, NJ on June 2, 2017.
 - Field Trips to Birch Grove Park:
 - 7 & 8 grade, tentative date June 7, 2017 (rain date June 9th).
 - 5 & 6 grade, tentative date June 13, 2017 (rain date June 14).
 - 6th grade class trip to The Wetlands Institute, Stone Harbor, NJ on June 8, 2017.
 - 4th grade class trip to Camden Aquarium, Camden, NJ on April 25, 2017.

A Motion was made by Deborah Levitt and seconded by Angelic Delcher, to approve items 4.C, 4.D. 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:

- ~ Change in SACC staff
- ~ Special Education Summer program
- ~ Retirement
- ~ Rice Notices

B. Motion to accept the retirement of Raymond Camp, custodian, effective July 3, 2017.

Discussion: Mrs. Levitt congratulated Ray Camp on his retirement and thanked him for 30 years of service.

A Motion was made by Deborah Levitt and seconded by Kerrie Marrone, 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, Levari, Levitt, Marrone, Syed, Woodhouse-Hughes.

C. Motion to approve the resignation of Lisa Summers, Special Education aide, effective March 14, 2017.

Discussion: Mrs. Levitt congratulated Lisa Summers on her new position.

A Motion was made by Deborah Levitt and seconded by Angelic Delcher, to approve item 5.C. 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.

- D. Motion to approve the posting/advertising of the following positions:
- Part time Special Education Aide
 - Full time Custodian
- E. Motion to approve, upon the recommendation of the Superintendent, Dan Sinclair, as a Special Education Aide for 19.5 hours per week pending successful completion of criminal history background check for the 2016-2017 school year at a salary rate of \$11.15/hr. prorated. Mr. Sinclair replaced Mrs. Summers who resigned. ***Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**
- F. Motion to approve, upon the recommendation of the Superintendent, the following change on the 2016-2017 salary guide for Amy Moskovitz from (BA+30, step 3 to MA, step 3, 26 hours per week) effective February 1, 2017 at a salary of \$38,667.20, prorated. ***Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**
- G. Motion to approve the attached list of substitutes for the 2016-2017 school year.
- H. Motion to approve the internal posting of Special Education program staff for the Summer of 2017.
- I. Motion to approve, upon the recommendation of the Superintendent the change in A.M. SACC staff for the 2016-2017 school year. Change attached.
- J. Motion to approve the attached list of Camp Invention Staff for Summer 2017.
- K. Motion to approve, Jaclyn Keeping to be an Aide for the Mathletes Competition on Saturday, May 6, 2017 from 7:30 a.m. through 3:00 p.m.
- L. Motion to approve the following visitor/volunteer for the 2016-2017 school year.
- Monica Arleth
- M. Motion to approve the attached resolution for employee number 0115 at a cost of \$150/hour.

A Motion was made by Deborah Levitt and seconded by Brad Levari, to approve item 5.M. 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.

A Motion was made by Deborah Levitt and seconded by Kerrie Marrone, to approve items 5.D., 5.E., 5.F., 5.G., 5.H., 5.I., 5.J., 5.K., 5.L. 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
- ~ Approve mowing and lawn maintenance services
- ~ Maintenance shed
- ~ Grant opportunity for exterior exercise stations
- ~ Short term repairs to EIFS, exterior insulation and finish system

B. Motion to approve the proposal submitted by All Green Turf Management, Corp., in the amount of \$8,040.00 (\$275.00 per mow, approximately 28 mows, \$85.00 per edge, 4 edgings) for mowing and lawn maintenance services, per the terms of the proposal, for the 2017 season.

A Motion was made by Jon Barnhart and seconded by Christopher Kennedy, to approve item 6.B. 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.

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
- ~ Approve Nutri-Serve Food Management, Inc as the Food Service Management Provider for the 2017-18 school year.
- ~ Annual Software Support Renewal Contract

B. Pursuant to NJAC 6A:23A-16:10(c)4, we certify that as of January 31, 2017 and February 28, 2017, 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 attached list of Transfers for March 27, 2017.

D. Motion to approve the Bill's List in the amount of \$392,130.17

E. Motion to approve the Board's Secretary Report from January 31, 2017 and February 28, 2017.

- F. Motion to approve the Cash Reconciliation (Treasurer's) Report for January 31, 2017 and February 28, 2017.
- G. Motion to approve ACSSSD as transportation provider for all Special Education summer programs.
- H. Motion to approve DOB 10/3/12 to attend ACSSSD PSD Program at an annual tuition rate of \$39,240, pro-rated, for the remainder of 2016-17 school year. Anticipated start date 4/24/17.
- I. Motion to approve DOB 10/3/12 to attend ACSSSD 4 week summer program at a rate of \$550/week or \$2,200.
- J. Motion to approve DOB 10/2/12 to attend ACSSSD 4 week summer program at a rate of \$550/week or \$2,200.
- K. Motion to approve DOB 7/20/09 to attend ACSSSD 4 week summer program at a rate of \$550/week or \$2,200.
- L. Motion to approve DOB 2/6/09 to attend ACSSSD 4 week summer program at a rate of \$550/week or \$2,200.
- M. Motion to approve the attached list of professional development days for designated staff.
- N. Motion to approve Nutri-Serve Food Management, Inc. as the Food Service Management Provider for the 2017-2018 school year, in accordance with the terms and conditions of the base year contract (year 4 of 5) for a flat fee not to exceed \$22,660.00. Nutri-Serve guarantees that the bottom line on the Nutri-Serve Food Management operational financial report for the school year will be at break even. If the actual bottom line is below this amount, Nutri-Serve will subsidize the bottom line of the Northfield Community School District up to 100% of the management fee. All guarantee conditions as listed in the contract must be met.
- O. Motion to approve the Annual Software Support Renewal Contract with Computer Solutions, Inc. for Human Resources, Payroll, and Accounting Software services for the period July 1, 2017 through June 30, 2018 in the amount of \$9,684.00.

A Motion was made by Zubair Syed and seconded by Mark Bruno, to approve items 7.B., 7.C., 7.D., 7.E., 7.F., 7.G., 7.H., 7.I., 7.J., 7.K., 7.L., 7.M., 7.N., 7.O. 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.

8. Policy

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

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

~ Agenda Items

- B. Motion to approve, 1st and final reading for the following policy:
 - Policy 6142.10 - Internet Safety and Technology
- C. Motion to approve, 1st and final reading for the following policy:
Policy #1330 - Use of School Facilities
- D. Motion to approve, 1st and final reading for the following policy:
 - Policy #6145 - Extracurricular Activities
- E. Motion to approve, 1st and final reading for the following policy:
 - Policy #6162.5 - Research
- F. Motion to approve, 1st of 2 readings for the following policy:
Policy #5119 - Transfers
- G. Motion to approve, 1st of 2 readings for the following policy:
Policy #6010 - Goals and Objectives
- H. Motion to approve, 1st of 2 readings for the following policy:
Policy #6140 - Curriculum Adoption
- I. Motion to approve, 1st of 2 readings for the following policy:
Policy #6141 - Curriculum Design/Development
- J. Motion to approve, 1st of 2 readings for the following policy:
Policy #6142.4 - Physical Education and Health
- K. Motion to approve, 1st of 2 readings for the following policy:
Policy #6163.1 - Media Center/Library
- L. Motion to approve, 1st of 2 readings for the following policy:
Policy #6171 - Special Instructional Programs
- M. Motion to approve, 1st of 2 readings for the following policy:
Policy #6173 - Home Instruction

A Motion was made by Stephanie Woodhouse-Hughes and seconded by Brad Levari, to approve items 8.B., 8.C., 8.D., 8.E., 8.F., 8.G., 8.H., 8.I., 8.J., 8.K., 8.L., 8.M. 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)

Mrs. Delcher reviewed the Community Relations events:

~ Mothers League - spaghetti dinner, \$400 meals, thanked the community for their support.

- ~ Easter egg hunt at Birch Grove Park.
- ~ April 8th - opening day for trout fishing season at Birch Grove Park.

B. PTO Update

Mrs. Marrone reviewed the PTO upcoming events:

- ~ Dave's Day was well attended
- ~ 3/29 - Emilio's Pick up
- ~ 4/6 Next PTO meeting
- ~ 4/8 Spring Fling
- ~ 4/10 PAC

10. Other Business

A. Superintendent Report (Mr. Bretones)

Mr. Bretones reviewed his Superintendent's report. Highlights included:

- ~ PARCC testing for 7th and 8th grade students is under way.
- ~ 8th grade promotion exercises will be on Thursday, instead of Friday as on our calendar, due to conflict with high school graduation.

B. Motion to approve the Executive Session Meeting Minutes from February 27, 2017.

C. Motion to approve the Regular Meeting Minutes from February 27, 2017.

D. Motion to approve the Special Meeting Minutes from March 13, 2017.

A Motion was made by Deborah Levitt and seconded by Mark Bruno, to approve item 10.D. The Motion Passed by a vote of 8 Ayes, 0 Nays and 1 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Kennedy, Levari, Levitt, Marrone, Syed, Woodhouse-Hughes. Board Members Abstain: Delcher.

A Motion was made by Deborah Levitt and seconded by Brad Levari, to approve items 10.B., 10.C. 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

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 a meeting on May 1, 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 Jon Barnhart 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, Levari, Levitt, Marrone, Syed, Woodhouse-Hughes.

13. Announcement

Next Regular BOE Meeting, Monday, May 1, 2017, Vocal Room, 6:00 p.m.

Let the minutes reflect that the Board of Education re-entered into Executive Session at 7:40 p.m.

Let the minutes reflect that the Board of Education returned to Regular Session at 8:09 p.m.

A Motion was made by Deborah Levitt and seconded by Kerrie Marrone to re-enter Executive Session The Motion was passed by 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levari, Marrone, Syed, Woodhouse-Hughes, Levitt.

A Motion was made by Deborah Levitt and seconded by Kerrie Marrone, to return to Regular Session. The Motion Passed by a vote of 5 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Levari, Levitt, Marrone, Syed, Woodhouse-Hughes. Board Members Absent: Barnhart, Bruno, Delcher, Kennedy.

14. Adjournment

A Motion was made by Deborah Levitt and seconded by Kerrie Marrone, to adjourn at 8:10 p.m.. The Motion Passed by a vote of 5 Ayes and 0 Nays and 0 Abstentions. Board Members voting Ayes: Levari, Levitt, Marrone, Syed, Woodhouse-Hughes. Board Members Absent: Barnhart, Bruno, Delcher, Kennedy.

Respectfully submitted,

Linda Albright
Business Administrator/Board Secretary