

NORTHFIELD COMMUNITY SCHOOL
Northfield Community School, Cafetorium, 6:00 PM

Meeting Called to Order

The meeting was called to order by the Board of Education Vice-President, Mrs. Levitt at 6:14 p.m.

Roll Call

Mr. Barnhart - Present - arrived at 6:27

Mr. Bruno - Present

Mrs. Delcher - Present

Mr. Kennedy - Absent

Mrs. Levitt - Present

Mrs. Marrone - Absent

Dr. Syed - Present

Ms. Woodhouse-Hughes - Present

Mr. Wynne - Absent

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 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 6:16 p.m.
Let the minutes reflect that the Board of Education returned to Regular Session at 6:52 p.m.*

A Motion was made by Debbie Levitt and seconded by Angelic Delcher to enter into Executive Session. The Motion was passed by a vote of 5 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Bruno, Delcher, Levitt, Syed, Woodhouse-Hughes. Board Members Absent: Barnhart, Kennedy, Marrone, Wynne.

A Motion was made by Deborah Levitt and seconded by Mark Bruno, to return to open session. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Syed, Woodhouse-Hughes. Board Members Absent: Kennedy, Marrone, Wynne.

2. Presentation

A. Recognition: Mrs Kane and our classroom aides for all they did for Autism Awareness Month.

Discussion: Mr. Garguilo thanked everyone who participated for a fantastic job.

B. Recognition: Mathletes

Discussion: Mrs. Hinman reviewed what Mathletes was all about. Mr. Garguilo announced the winners, gave them certificates and thanked Mrs. Hinman for her efforts.

C. Recognition: Mrs. Hinman and Ms. Mousaw. They both ran the Boston Marathon on Monday, April 18, 2016.

Discussion: Congratulations were given to Mrs. Hinman and Ms. Mousaw.

- D. Mr. Robbins and Mr. Jarrett are invited to the White House for national educators of the year.

Discussion: Mrs. Levitt congratulated both gentlemen and shared how proud the Board is of their accomplishment.

- E. Mr. Jarrett was selected as the 2016 Epicurean Society of the Southern New Jersey Outstanding Educator Recognition Award.

Discussion: Mrs. Levitt congratulated Mr. Jarrett.

Discussion. Mr. Garguilo congratulated Mr. Supp and his 2nd grade class for raising \$2,460.80 for the Make-a-Wish Foundation with their Penny Wars. Mr. Supp received a letter of thanks from the Make-a-Wish Foundation.

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)

There was no meeting held.

- B. April Monthly Reports
- Mr. Robbins
 - Mrs. Vaccaro
 - Mrs. Dye
 - Ms. Leone
 - Mr. Mease
 - Ms. Leatherwood
 - Mr. Phommathep

Mrs. Vaccaro informed that two Emergency Procedures were conducted in March. March 23, 2016, Fire Drill - 9:30-9:36 a.m. and March 24, 2016, Evacuation(non-fire), 9:20-9:35 a.m.

- C. Motion to approve the following school trips for the 2015-2016 school year.

- May 2, 2016, Wetlands Institute, Stone Harbor, NJ (Grade 6)
- June 7, 2016, Cape May Convention Hall, Choral Festival (Grades 5-8)

D. Motion to approve 8th grade Graduation for June 16, 2016 at 6:00 p.m.

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 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Syed, Woodhouse-Hughes. Board Members Absent: Kennedy, Marrone, Wynne.

5. Personnel

A. Personnel Committee Report (Mr. Wynne)

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

- ~ Reappointment of staff for 2016-17
- ~ Staff for Camp Invention 2016
- ~ Staff for CST Summer program 2016
- ~ Graduation - June 6, 2015 at 6:00 p.m.

B. Motion to accept the the retirement of Karen Deuel, as Confidential Secretary effective March 31, 2016.

Discussion: Mrs. Levitt accepted Mrs. Deuel's resignation with a heavy heart and wished her all the best.

A Motion was made by Stephanie Woodhouse-Hughes and seconded by Angelic Delcher, to approve item 5.B. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Syed, Woodhouse-Hughes. Board Members Absent: Kennedy, Marrone, Wynne.

C. Motion to approve, upon the recommendation of the Superintendent, the reappointment of the 2016-2017 staff per the attached list.

D. Motion to approve the following visitors/volunteers for the 2015-2016 school year:

- Ima Barragan
- L. Gayle Gross
- Regina Gerber
- Stephanie Wroniuk
- Ryan Zentmeyer

E. Motion to approve the attached list of Camp Invention Staff for the summer 2016.

F. Motion to approve the hiring of 1 ESY Special Ed Teacher for the MD K-4 program from 7/11 - 8/5/2016 at an hourly rate of \$42.00 or a total of \$3,360.

- G. Motion to approve, personal aide for 1/23/2003, to attend two weeks of Summer SACC at a rate of \$12.50/hour for 40 hrs/week or \$1000. child will attend from 7/17 -7/29.

Discussion: Mrs. Delcher inquired whether this personal aide request was for the extension of the Special Ed summer program. Ms. Leatherwood shared that it is a specialized opportunity and that the Special Ed summer program into SACC are both covered by a grant.

Discussion: Mrs. Woodhouse-Hughes asked if the above would set a precedent for next year if there are no grant monies. Mr. Gargulo shared that the above is not apart of the regular program but is a specialized opportunity because of the grant given.

A Motion was made by Stephanie Woodhouse-Hughes and seconded by Mark Bruno, to approve item 5.G. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Syed, Woodhouse-Hughes. Board Members Absent: Kennedy, Marrone, Wynne.

- H. Motion to approve personal aide for DOB 6/2/2009 for three afternoons per week during SACC at a rate of \$12.50 or \$450.00.

A Motion was made by Stephanie Woodhouse-Hughes and seconded by Angelic Delcher, to approve item 5.H. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Syed, Woodhouse-Hughes. Board Members Absent: Kennedy, Marrone, Wynne.

- I. Motion to approve the attached list of summer special education program staff for the weeks of 7/11/16 - 8/5/16. This program is funded by the IDEIA Grant.
- J. Motion to approve the attached list of substitutes for the 2015-2016 school year.
- K. Motion to approve the posting and/or advertising for a part time aide effective April 26, 2016.
- L. Motion to approve, upon the recommendation of the Superintendent, Megan Readeau as a part time aide effective April 26, 2016 through the last day of school June 2016 at an hourly rate of \$17.03(no benefits).

A Motion was made by Stephanie Woodhouse-Hughes and seconded by Mark Bruno, to approve items 5.C., 5.D., 5.E., 5.F., 5.I., 5.J., 5.K., 5.L. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Syed, Woodhouse-Hughes. Board Members Absent: Kennedy, Marrone, Wynne.

6. Facilities

- A. Facilities Committee Report (Mr. Barnhart)

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

- ~ Parking lot improvements bid opening results
- ~ Water testing
- ~ Discussion on the Athletic field
- ~ Changes for the TV Studio, ES Steam, and Special Ed

- B. Motion to approve the attached bid resolution to award for the Parking Lot Site Upgrades at Northfield Community Elementary and Middle School.

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

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
- ~ Tuition rates for the 2016-17 school year
- ~ Approve Nutri-Serve Food Management, Inc as the Food Service Management
- ~ Lunch prices for the 2016-17 school year

- B. Pursuant to NJAC 6A:23A-16:10(c)4, we certify that as of March 31, 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-10.10(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's Secretary Report from March 31, 2016.
- D. Motion to approve the Cash Reconciliation(Treasurer's) Report for March 31, 2016.
- E. Motion to approve the attached list of Transfers for April 25, 2016.
- F. Motion to approve the Bill's List in the amount of \$458,598.49
- G. Motion to approve ACSSSD as transportation provider for the Extended Year Program at Northfield Community School.
- H. Motion to approve the tuition rates for the 2016-2017, in accordance with District Policy, as follows:

- Kindergarten - 8 \$6,000.00, \$4,000.00 for additional sibling
- District Employee \$4,000.00
- M.D. \$36,359.00
- P.S.D. \$18,773.00

- I. Motion to approve the attached list of professional development days for designated staff.
- J. Motion to approve the attached payment schedule for collection of the Local Tax Levy for the fiscal year of 2016-2017.
- K. Motion to approve the annual Wild Card Plus agreement in the amount of \$595.00 for a secure URL. This is being required by Genesis due to the fact that we host this web based software on our server.
- L. Motion to approve DOB 06/27/02 to attend Coastal Learning Center at an annual tuition rate of \$56,697.44, prorated from March 23, 2016 through April 6, 2016.
- M. Motion to approve Nutri-Serve Food Management, Inc. as the Food Service Management Provider for the 2016-2017 school year, in accordance with the terms and conditions of the base year contract (year 3 of 5) for a flat fee not to exceed \$22,330.00. 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.
- N. Motion to Approve the following lunch prices for the 2016-2017 school year. (This is a mandatory \$0.05 cent increase based on the requirements of the new Federal legislation)
- Elementary School Grades K-4 - \$2.70
 - Middle School Grades 5-8 - \$2.80
 - Adult Lunch - \$4.00
- O. Motion to approve the purchase of 70 HP Stream 11 Pro G2 11.6" Notebooks at \$240.00 each and 3 tablet computer charging carts at \$699.00 each, totaling \$18,897.00, from MRA International.

Discussion: Dr. Syed inquired what the notebooks and computer charging carts would be used for. Mr. Phommathep and Mr. Garguilo explained that they are for the elementary school to expand the use of tablets and will be used to assist in the classroom.

A Motion was made by Zubair Syed and seconded by Stephanie Woodhouse-Hughes, to approve item 7.O. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Syed, Woodhouse-Hughes. Board Members Absent: Kennedy, Marrone, 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., 7.J., 7.K., 7.L., 7.M., 7.N. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Syed, Woodhouse-Hughes. Board Members Absent: Kennedy, Marrone, Wynne.

8. Policy

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

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

~ Gender Identity and Expression

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

- Policy #5145.7 - Gender Identity and Expression

A Motion was made by Stephanie Woodhouse-Hughes and seconded by Angelic Delcher, to approve item 8.B. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Syed, Woodhouse-Hughes. Board Members Absent: Kennedy, Marrone, Wynne.

9. Community Relations

A. Community Relations Committee Report (Mrs. Delcher)

There was no meeting held.

B. PTO/NEF Update

~ Consolidation of NEF/PTO discussed

~ A Night to Remember-Mother/Son dance

10. Other Business

A. Superintendent Report (Mr. Garguilo)

~ Tuition policy program- sharing a link to the blog for the new tuition application.

Discussion: Mrs. Delcher asked if there is any interest in the tuition program. Mr. Garguilo shared that there are a couple of staff members interested at this time.

B. Motion to approve the Revised Executive Session Meeting Minutes from January 25, 2016.

This motion was tabled until next meeting.

C. Motion to approve the Executive Session Meeting Minutes from February 22, 2016.

This motion was tabled until next meeting.

D. Motion to approve the Regular Session Meeting Minutes from March 21, 2016.

A Motion was made by Deborah Levitt and seconded by Angelic Delcher, to approve item 10.D.

The Motion Passed by a vote of 5 Ayes, 0 Nays and 1 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Syed. Board Members Absent: Kennedy, Marrone, Wynne. Board Members Abstain: Woodhouse-Hughes.

- E. Motion to approve the Executive Session Meeting Minutes from March 21, 2016.

This motion was tabled until next meeting.

11. Open to the Public

Karyn White, 232 Davis Ave, Mrs. White inquired whether the Gender Identity and Expression policy is mandated.

Discussion: Mr. Garguilo stated that policy is mandated by the state and federal law. Policy does not replicate law, but lays out procedures and guidelines.

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 scheduled to hold meeting on May 23, 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 Zubair Syed and seconded by Stephanie Woodhouse-Hughes, to approve item 12.. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Syed, Woodhouse-Hughes. Board Members Absent: Kennedy, Marrone, Wynne.

13. Announcement

Next Regular BOE Meeting, Monday, May 23, 2016, Vocal Room, 6:30p.m.

14. Adjournment

A Motion was made by Deborah Levitt and seconded by Angelic Delcher, to adjourn at 7:40 p.m.. The Motion Passed by a vote of 6 Ayes and 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Syed, Woodhouse-Hughes. Board Members Absent: Kennedy, Marrone, Wynne.

Respectfully submitted,

Linda Albright
Business Administrator/Board Secretary