

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

Meeting Called to Order by the Board of Education President, Steve Wynne at 6:30 pm.

Roll Call

Mr. Barnhart	Present
Mr. Bruno	Present
Mrs. Delcher	Present
Mrs. Levitt	Present
Mr. Milhous	Present
Dr. Syed	Present
Mrs. White	Present
Ms. Woodhouse	Present
Mr. Wynne	Present

Superintendent
Dr. Janice Fipp

Interim Superintendent
Mr. Robert Garguilo

Business Administrator/Board Secretary
Linda Albright

Solicitor
Mr. William Donio, Esq.

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 9, 2014 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 9, 2014 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 and review negotiation, executive session minutes, 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 pm.
Let the minutes reflect that the Board of Education returned to regular session at 7:00 pm.*

A Motion was made by Stephanie Woodhouse, and seconded by Deborah Levitt, to approve item 1. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

A motion was made by Kevin Milhous, and seconded by Angelic Delcher, to return to open session. The Motion passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

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:

- ~ Memorandum of Agreement between Northfield Board of Education and Northfield Police
- ~ Oncourse presentation
- ~ Attendance Policy
- ~ Student of the Month Award
- ~ Student scheduling, homeroom, parent portal

B. Motion to approve the family fun playground (2nd year) run by Andrea Daniel, PSD teacher, and Kim Zaretsky, social worker at Joe & Syd Abrams Playground in Ventnor on September 12, 2014.

C. Motion to approve the donation of a tree for the elementary courtyard area from parent Mrs. Gill.

D. Motion to approve the attached proposal for the Young Author's Workshop Afterschool Program for the 2014-15 school year..

E. Motion to approve the 2014-2015 school year Memorandum of Agreement between Northfield Community School and the Northfield Police.

A Motion was made by Karyn White, and seconded by Deborah Levitt, to approve items 3.B., 3.C., 3.D., 3.E. The Motion passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

4. Personnel**A. Personnel Committee Report (Mrs. White)**

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

- ~ Leave of Absence Request
- ~ Employment Recommendations
- ~ Resignation of Elementary Guidance Counselor
- ~ SACC Staff Proposal for 2014-15 School Year
- ~ Long Term Substitute Replacement Appointment
- ~ Bob Garguilo introduced Janice Dye, Supervisor of Curriculum and Alyssa Leatherwood, SACC Coordinator.

B. Motion to approve the leave of absence request from Rosemary Geri effective September 1, 2014 through September 30, 2014 (may be extended longer if necessary).**C. Motion to approve the posting and/or advertising for a long term substitute replacement teacher certified in Spanish and ELL effective September 1, 2014 through September 30, 2014(may be extended if necessary). (To cover Mrs. Geri while she is on leave of absence).****D. Motion to accept the resignation of Chris Sacco as elementary School guidance counselor effective immediately.**

Dr. Fipp recognized Chris Sacco as an outstanding guidance counselor who was always available to our students. Dr. Fipp added that it will be a great loss to the district.

A Motion was made by Steve Wynne, and seconded by Deborah Levitt, to approve item 4.D. The Motion passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

E. Motion to approve the posting and /or advertising for a guidance counselor beginning with the 2014-15 school year.**F. Motion to accept the resignation of Katie Hurley as part time aide effective immediately.****G. Motion to approve the posting and/or advertising for a part time aide for the 2014-15 school year (to replace Ms. Hurley who is resigning).****H. Motion to approve, upon the recommendation of the Superintendent, the attached list of SACC 2014-15 employees.****I. Motion to rescind the previous motion to employ Hayley Price as a part time aide for the 2014-15 school year. (Ms. Price was offered a full time position in another district).****J. Motion to rescind the previous motion to employ Stefanie Swift as a part time aide for the 2014-15 school year. (Ms. Swift was offered a full time position in another district).****K. Motion to approve the move on the 2012-13 salary guide for Diane Laverty from Step 16, MA + 15 to Step 16, MA +30 effective September 1, 2014 at a salary of \$84,232*. This is the result of the completion of college courses. *Salary to be adjusted, if necessary, upon ratification and approval of negotiated agreement by the Association and Board of Education.****L. Motion to approve, upon the recommendation of the Superintendent, Matt Oles as long term substitute replacement teacher effective September 1, 2014 through June 30, 2105 at a salary of \$46,638(BA, Step 2 of the 2012-13 salary guide) with benefits. This is year two of Mr. Oles working in the same position.**

- (Mr. Oles is covering for Mrs. DiNizo while she is on leave). *Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.
- M. Motion to rescind the previous motion to employ Elyn Wilson as long term substitute replacement teacher from September 1, 2014 through December 23, 2014. (Ms. Wilson was offered a full time position in another district).
- N. Motion to approve the posting and/or advertising for a long term substitute replacement teacher certified in English Language Arts beginning September 1, 2014 through December 23, 2014. (To cover Mrs. Kennedy who is on leave of absence).
- O. Motion to approve, upon the recommendation of the Superintendent, Megan Ward as field hockey coach for the 2014-15 school year at a stipend of \$2,674*. *Salary to be adjusted, if necessary, upon ratification and approval of negotiated agreement by the Association and Board of Education.
- P. Motion to approve, upon the recommendation of the Superintendent, the following teachers for the positions of Middle School Central Detention Teachers at a salary of \$40* per hour for the 2014-15 school year. (*Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education):
- Vicky Smith
 - Raina Nash
- Q. Motion to approve, upon the recommendation of the Superintendent, the following staff members as dance chaperones for the 2014-15 school year at a compensation rate of \$84* per event (*Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.):
- Patsy Stonelake
 - Amy Moskovitz
 - Janel Schafer
 - Christopher Hiltner
- R. Motion to approve the revised employment contract between Mr. Robert Garguilo and the Northfield Board of Education for Interim Superintendent effective August 1, 2014 through June 30, 2015 at a revised per diem rate of \$557.69 per the terms of the negotiated contract and as approved by the Executive County Superintendent.
- S. Motion to approve the list of substitutes for the 2014-15 school year.
- T. Motion to approve, upon the recommendation of the Superintendent, Catherine Muniz as part time speech teacher effective September 1, 2014 through June 30, 2105 at a salary of \$29,978(MA, Step 2). (Ms. Muniz is replacing Ms. Carr who resigned).
- This motion was pulled from the agenda because the candidate accepted another position.
- U. Motion to rescind the previous motion employing Ashley Hubbard as part time aide for 10 hours per week for the 2014-15 school year.
- V. Motion to approve, upon the recommendation of the Superintendent, Ashley Hubbard as part time aide for 19 ½ hours per week at an hourly rate of \$16.12*(no benefits) for the 2014-15 school year. *Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.
- W. Motion to approve, upon the recommendation of the Superintendent, Angela Levy as part time aide for 19 ½ hours per week for the 2014-15 school year at an hourly rate of \$10.55*(no benefits) *Salary to be

adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.

- X. Motion to approve, upon the recommendation of the Superintendent, Joanne Uhing as part time aide for the 2014-15 school year for 19 ½ hours per week at an hourly rate of \$16.12*(no benefits) *Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.
- Y. Motion to approve, upon the recommendation of the Superintendent, Louise Donohoe as part time aide for the 2014-15 school year for 10 hours per week at an hourly rate of \$10.55*(no benefits) *Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.

This motion was pulled from the agenda because the candidate accepted another position.

- Z. Motion to approve, upon the recommendation of the Superintendent, Stephanie Teresta as long term substitute replacement teacher effective September 1, 2014 through December 23, 2014 at a per diem rate of \$145.00* (no benefits) for the first 60 days then the per diem rate will be based on the 1st Step, BA of the 2012-13 salary guide for the remainder of the position. (Ms. Teresta will be covering Mrs. Kennedy while she is on leave).. *Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.
- AA. Motion to approve, upon the recommendation of the Superintendent, 2 ½ hours additional per week(1/2 hour per day) for Basic Skills teacher Melissa Juhr for planning period, pro-rated. Mrs. Juhr's hours will go from 4 hours per day to 4 ½ hours per day. Ms. Juhr's salary will change from \$26,648 to \$29,980*. *Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.
- BB Motion to approve, upon the recommendation of the Superintendent, Ryan Comunale as elementary guidance counselor beginning September 1, 2014 through June 30, 2105 at a salary of \$49,267*(MA, Step 1) of the 2012-13 salary guide. Mr. Comunale is replacing Mr. Sacco who resigned. (*Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education).
- CC Motion to approve, upon the recommendation of the Superintendent, Sarah Brier, as part time aide for the multiple disabilities K-4 classroom for the 2014-15 school year for 19 ½ hours per (no benefits) at an hourly rate of \$16.12*. Ms. Brier is replacing Ms. Hurley who resigned. *Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.

A Motion was made by Steve Wynne, and seconded by Deborah Levitt, to approve items 4.B., 4.C., 4.E., 4.F., 4.G., 4.H., 4.I., 4.J., 4.K., 4.L., 4.M., 4.N., 4.O., 4.P., 4.Q., 4.R., 4.S., 4.U., 4.V., 4.W., 4.X., 4.Z., 4.AA., 4.BB., 4.CC. The Motion passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

5. **Facilities**

- A. Facilities Committee report (Mr. Barnhart)

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

- ~ Bond Referendum
- ~ Solar Electronic Facility Preventative Maintenance Inspection Report
- ~ Route 9 Sidewalk Appraisal for Easement

- B. Motion to approve the Resolution of the Board of Education of the City of Northfield amending a prior

Resolution providing for the submission of a ballot question to the school district voters at a special school district election to be held on Tuesday, September, 30, 2014.

A Motion was made by Jon Barnhart, and seconded by Angelic Delcher, to approve items 5.B. The Motion passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

- C. Discussion of marketing Strategies – events, meetings, presentation, etc.
- D. Discussion regarding get out the Vote committee.

Mr. Barnhart discussed that Mr. Garguilo has many ideas for getting people out to vote. There is an informational flyer which will be sent home to all families. Mr. Bob Garguilo added that the key communicators in the community include PTO, NEF, teacher and parents and he planned to speak with them to form a 'get out the vote' committee if the Board of Education is in agreement. The information will also be posted on Northfield's website, and we will also be presenting to City Council on August 26, 2014.

6. Finance

- A. Finance Committee Report (Dr. Syed)

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

- ~ Transfers, BSR, and Treasurer's Report
- ~ iPad Cart
- ~ Desktop Rotation
- ~ BoardDocs LT
- ~ Superintendent Search Services

- B. Pursuant to NJAC 6A:23A-16.10(c)4, we certify that as of June 30, 2014 and July 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 June 30, 2014 and July 31, 2014.
- D. Motion to approve the Cash Reconciliation (Treasurer's) Report for June 30, 2014 and July 31, 2014.
- E. Motion to approve the attached list of Transfers for June 30, 2014 and July 31, 2014.
- F. Motion to approve the Bill's List in the amount of \$1,806,089.52.
- G. Motion to approve the purchase of an iPad cart which includes 30 iPads and one cart, in the amount of \$17,016.95, from the State of New Jersey Contract #70259, WSCA.
- H. Motion to approve the purchase of 30 Dell Latitude Computers and 15 Dell 22 Monitors from the WSCA Contract #70256, in the amount of \$21,691.65, with \$15,000 paid by SACC and \$6,691.65 from budgeted funds.
- I. Motion to approve a Resolution Authorizing the Northfield Board of Education to Enter into a Cooperative Pricing Agreement with EIRC, Education Information & Resource Center, and authorize the School Business Administrator to execute the agreement.

- J. Motion to approve BoardDocs LT as a replacement to Novus in the amount of \$3,000.00 per year with a onetime set up fee of \$1,000.00 (Novus is \$3,800.00 per year).

Discussion: Linda Albright reviewed the BoardDocs LT Agenda and Minutes package. She described how the software works in real time. She also shared the levels of information that can be seen by the public and discussed training for the board. We will also be contacting NOVUS to see if we can work with them on a month to month basis, until the changeover takes place.

A Motion was made by Zubair Syed, and seconded by Deborah Levitt to approve item 6.J.. The Motion passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

- K. Motion to approve the Joint Transportation Agreement with Greater Egg Harbor Regional School District for the Extended School Year Transportation, Route YLA-EY, to Yale School Atlantic in the amount of \$1,903.90 from July 7, 2014 to August 15, 2014.

- L. Discussion regarding Superintendent Search Services.

- SRI&ETTC - \$7,750.00
- NJSBA - \$3,500.00 and up

Discussion: Steve Wynne discussed the options. Linda Albright offered that we used the NJSBA basic service when we did our previous search and that they were very comprehensive. Mr. Milhous made the suggestion that we table the search until the October meeting.

A Motion was made by Zubair Syed, and seconded by Angelic Delcher to approve item 6.B., 6.C., 6.D., 6.E., 6.F., 6.G., 6.H., 6.I., 6.K. The Motion passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

7. Policy

- A. Policy Committee Report (Mrs. Levitt).

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

- ~ Bylaw #9325, Meeting Procedures
- ~ Policy #5113 – Attendance, Absences and Excuses

- B. Motion to approve the second and final reading for the following policy.

- Policy #5113, Attendance, Absences and Excuses

Discussion: Bob Garguilo offered that he has developed a FAQ list for the parents to explain attendance, absences and excuses and timelines. This information will also be on the Northfield website.

A Motion was made by Deborah Levitt and seconded by Angelic Delcher to approve item 7.B. The Motion passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

- C. Motion to approve the first reading of the following bylaws:

- Bylaw #9325, Meeting Procedures

Discussion: Mrs. Levitt mentioned that the newly revised contact information for the board members had incorrect meeting times and included personal email addresses. Linda Albright collected the contact information and will redistribute with corrected information.

A Motion was made by Deborah Levitt and seconded by Angelic Delcher to approve item 7.C. The Motion passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

8. Shared Services

A. Shared Services Committee Report (Mr. Milhous)

- Mr. Milhous reported that there was no meeting this month, but anticipates an upcoming regional meeting. He asked Mr. Garguilo to let him know if he had any items to be reviewed.

9. Information/Other Business

A. Motion to approve the Executive Session Meeting Minutes for July 28, 2014.

A Motion was made by Steve Wynne, and seconded by Deborah Levitt to approve item 9.A. The Motion passed by a vote of 5 Aye, 0 Nay and 4 Abstained. Board Members voting Aye: Barnhart, Levitt, White, Woodhouse, Wynne. Board Members Abstaining: Bruno, Delcher, Milhous, Syed.

B. Motion to approve the Regular Session Meeting Minutes from June 23, 2014.

A Motion was made by Steve Wynne, and seconded by Deborah Levitt to approve item 9.B. The Motion passed by a vote of 8 Aye, 0 Nay and 1 Abstained. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Members Abstaining: White.

C. Motion to approve the attached list of PTO fundraiser for the 2014-15 school year.

A Motion was made by Steve Wynne, and seconded by Deborah Levitt to approve item 9.C. The Motion passed by a vote of 9 Aye, 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

D. NEF Update (Mr. Milhous)

- A flat screen television with a plaque was dedicated for Dr. Fipp for her dedication and long service to NCS. It is in the lobby and will showcase children's art work, photos and announcements. A rock was also purchased in her honor for the legacy tree.
- Reminder that leaves and rocks can be purchased as a legacy item for fundraising purposes.
- NEF will be recruiting for new volunteers to serve at back to school night.

E. PTO Update (Mrs. White)

- A kindergarten social will be held.
- Fundraising events are being organized.

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

F. Mr. Garguilo thanked the Board of Education for the opportunity to serve at Northfield. He also thanked Dr. Fipp and all the other administrators for helping him during the transition. Mr. Garguilo will conduct a meet/greet with each grade level, as well as the PTO and NEF and looks forward to working with them.

10. Open to the Public

- Maureen Vaccaro wanted to mention how much Mr. Sacco will be missed and how much he did for the school and he will be offering Hammonton so much more because of what he learned at Northfield. She also thanked Cindy Baker for presenting to the Finance Committee regarding the iPads and how they are being used in the classroom. Also, she and Mr. Robbins welcomed Mr. Garguilo and thanked Dr. Fipp for her guidance, assistance and dedication to Northfield.
- Ann Smith, 2129 Stevens Drive, asked if Facebook could be used as a way to promote the bond referendum. Mr. Garguilo shared that a committee could do something on Facebook however, the school cannot. Messenger will be used to remind voters to vote however, we cannot persuade people how to vote. Mr. Donio, Esq. said that the school district cannot spend public funds advocating a certain position for voting, but rather encourage people to vote and provide them factual information.
- Mr. Chau, City Official, thanked everyone for doing an outstanding job and said what a great school system Northfield is. He also thanked Dr. Fipp for her outstanding service and dedication.

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 September 22, 2014 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 BOE, personnel, negotiations, 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 Mark Bruno and seconded by Angelic Delcher, to approve item 11. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

12. Announcement

Next Regular BOE Meeting, Monday, September 22, 2014, Vocal Music Room, 6:30 PM.

13. Adjournment

A Motion was made by Deborah Levitt and seconded by Angelic Delcher, to adjourn the meeting at 7:50 pm. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

Respectfully Submitted,

Linda Albright,
Business Administrator/Board Secretary