

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

Roll Call

Mr. Barnhart - Present  
Mr. Bruno - Present  
Mrs. Delcher - Present  
Mr. Kennedy - Present - arrived at 7:53 p.m.  
Mrs. Levitt - Present  
Mrs. Marrone - Present  
Dr. Syed - Present  
Ms. Woodhouse-Hughes - Present  
Mr. Wynne - Present

Superintendent  
Mr. Bretones

Business Administration/Board Secretary  
Mrs. Albright

Solicitor  
Mr. Geppert, Esq

Additional Administrators in Attendance  
Ms. Vaccaro  
Ms. Dye

Others in Attendance  
Mr. Phommathep  
Ms. Leatherwood

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, student issues, negotiations 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 7:00 p.m.*

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

A Motion was made by Mark Bruno and seconded by Deborah Levitt, to return to open session. The Motion Passed by a vote of 8 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Marrone, Syed, Woodhouse-Hughes, Wynne. Board Members Absent: Kennedy.

### **2. Presentation**

#### **A. New Jersey Child Assault Prevention Presentation**

Discussion: Mr. Bretones explained that the CAP program was presented to our 7th and 8th grade students last year. We have been awarded grant monies this year so that our K-6th graders can participate in the program. Mr. Bretones introduced Pam Cellenzi from New Jersey CAP. Ms. Cellenzi shared that the NJ CAP program has been around for 30 years. The kindergarten presentation is a two day program, and is offered in the classroom. They share the concept of being safe, strong and free and also, how to deal with bullies. The 1st-6th grade program is one day. CAP uses the same language as with the kindergarteners. There is a 'role-playing' session on bullying and they teach how to deal with strangers. They only discuss age appropriate strategies as they role play. The program offers a three-prong approach. They teach the kids, parents and staff. There is an opt out option for parents.

Mr. Wynne asked to confirm the age of the students who will be presented the CAP program this year. Mrs. Delcher also wanted clarification for the parents that it is an 'entire' school program being offered. Ms. Cellenzi confirmed that this year is K-6th and it is a 'whole' school program.

#### **B. HIB Student Bill of Rights Self Assessment - Mr. Bretones**

Discussion: Mr. Bretones shared that every year schools are required to do a self-assessment. It is based on eight core elements. We received 75 of 78 possible points on our self-assessment. The self-assessment is presented to the Board of Education and is open for the public to comment. The state will then analyze our self-assessment, and then issues a grade for our HIB program. Once we receive the state results it is presented to the Board and open for the public again which completes the process.

### **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:

- ~ Advanced Placement Criteria committee
- ~ Toshiba Goldfish Grant
- ~ Kindness Kid-mittee
- ~ Field Trips
- ~ Books to Louisiana/Book Drive

#### **B. Motion to approve, the following school trips for the 2016-2017 school year.:**

- 6th grade to Birch Grove Park - dates 9/22, 9/29, 10/20, 10/31, 11/9 and 11/16.
- 8th grade to Stockton University, on October 24, 2016. Holocaust Trip.
- Choir Trip to the Ocean City Tabernacle, and Meadowview Nursing Home on November 30, 2016.

A Motion was made by Deborah Levitt and seconded by Angelic Delcher, to approve item 4.B. The Motion Passed by a vote of 8 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Marrone, Syed, Woodhouse-Hughes, Wynne. Board Members Absent: Kennedy.

- C. Motion to approve, the Memorandum of Agreement (Atlanticare Sustainable NJ grant acceptance)

A Motion was made by Deborah Levitt and seconded by Angelic Delcher, to approve item 4.C. The Motion Passed by a vote of 8 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Marrone, Syed, Woodhouse-Hughes, Wynne. Board Members Absent: Kennedy.

- D. September Monthly Reports

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

Mrs. Vaccaro informed that two Emergency Procedures were conducted in August: August 30, 2016, Lock Down Drill, 9:00-9:04 a.m., August 30, 2016, Fire Drill, 2:00-2:05 p.m.

- E. Motion to approve, the attached HIB Students Bill of Rights Self Assessment for both Elementary and Middle Schools.

A Motion was made by Deborah Levitt and seconded by Stephanie Woodhouse-Hughes, to approve item 4.E. The Motion Passed by a vote of 8 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Marrone, Syed, Woodhouse-Hughes, Wynne. Board Members Absent: Kennedy.

- F. Motion to approve, the Awarding of New Jersey Child Assault Prevention Grant.

Discussion: Mrs. Delcher shared that as much as we don't want to think about something happening to our children, it is important for them to learn the strategies offered by CAP. Mr. Wynne shared that his sons hated the 7th grade program last year however, not all kids have parents actively engaged in their lives and it is important to have such a program. It is sad this is the world that we live in but things have happened to children in our community and they need strategies to deal with situations.

A Motion was made by Deborah Levitt and seconded by Stephanie Woodhouse-Hughes, to approve item 4.F. The Motion Passed by a vote of 8 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Marrone, Syed, Woodhouse-Hughes, Wynne. Board Members Absent: Kennedy.

## 5. Personnel

- A. Personnel Committee Report (Mr. Wynne)

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

- ~ Interviewing for new principal
- ~ Advertising/Posting
- ~ Maternity leave
- ~ Dividing Media Club with 2 advisors instead of one
- ~ Flu Shot Day

B. Motion to approve, upon the recommendation of the Superintendent, the following SACC staff for the 2016-2017 school year.

- One (1) Door 6 Main Entrance Receptionist not to exceed 10 hours/week @ \$10/hour. Marlene Crump to be transferred from \$9.00 Aide to \$10.00 Receptionist
- Three (3) SACC Aides not to exceed 15 hours/week each \$9.00/hour **as needed**
- Deena Capizzo
- Angela Levy
- Kristen Nagle

C. Motion to approve the attached list of substitutes for the 2016-17 school year.

D. Motion to approve, upon the recommendation of the Superintendent, Carlos Melendez, as the Part time custodian for the Mason's program at \$10.00/hour, 2 nights per week, 3 hours per night, when the Mason's are in session during the 2016-2017 school year. Carlos is an approved custodian substitute, and this is reimbursed by the Masons.

E. Motion to accept, the resignation of Todd Reitzel, Payroll/Benefits Clerk, effective September 30, 2016.

Discussion: Mr. Wynne shared his regrets that Mr. Reitzel is leaving. He has been an asset to the Board of Education office for a number of years. Payroll is complicated in the school world with Chapter 78. Mrs. Albright agreed. The Board congratulated him for his new BA position.

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve 5.E. The Motion Passed by a vote of 8 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Marrone, Syed, Woodhouse-Hughes, Wynne. Board Members Absent: Kennedy.

F. Motion to approve, the advertising and/ or posting of the following positions:

- Payroll/ Benefits Clerk
- Special Education Aide for Elementary (A.M. Aide)
- Maternity Leave for 3rd grade teacher from 12/19/16 through 6/2016

G. Motion to approve, the consulting agreement between Todd Reitzel and the Northfield Board of Education for payroll services on an as needed basis \$35.00/hr from November 1, 2016 through January 31, 2017.

H. Motion to approve, the maternity leave of absence from Lauren Morales, 3rd grade teacher, from December 19, 2016 through the remainder of the

2016-2017 school year.

- I. Motion to approve, upon the recommendation of the Superintendent, Michael Shaughnessy, as the Boys Head Basketball Coach for the 2016-2017 school year at an stipend of \$2,782.00. (pending background clearance) **\*Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**
- J. Motion to approve, the stepping down of Kevin Jarrett as the Media Club advisor.
- K. Motion to rescind the previous motion of August 22, 2016 to approve, upon the recommendation of the Superintendent, Claire Loges, as a Special Education Aide for 17.5 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. Claire Loges replaces Keileigh McGinnis who resigned. **\*Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**
- L. Motion to approve, upon the recommendation of the Superintendent, Ted Edelmann as Full Time Maintenance from October 27, 2016 through June 30, 2017 at an hourly rate of \$15.41 (35 hours per week, with benefits). **\*Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**
- M. Motion to approve, upon the recommendation of the Superintendent, the following change on the salary guide for Gabrielle Leone from (BA, Step 3 to BA +15, step 3) effective January 30, 2017 at a salary of \$49,657.00 **\*Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**
- N. Motion to approve, upon the recommendation of the Superintendent, Lauren Doran and Denay Schallawitz as the new Media Club advisors for the 2016-2017 school year. Both Mrs. Doran and Ms. Schallawitz will split the stipend of \$632 (each getting \$316).
- O. Motion to approve, upon the recommendation of the Superintendent, Mr. Kevin Morrison, as Middle School Principal. Start date will be contingent on date of resignation and/or contractual obligations with Mr. Morrison's current school district, through June 30, 2017 at a salary of \$101,000.00, first year of contract(pro-rated). Mr. Morrison replaces Mr. Robbins who resigned.

Discussion: Mrs. Bretones shared that the search to find someone to lead a school, is an important search. The person must have knowledge and an 'it' factor. Mr. Morrison has a very strong math and technology background and his interpersonal skills make him a perfect fit. Mr. Morrison thanked the Board of Education for this opportunity and shared that he is thrilled to work at the Northfield district. He will continue the great work Mr. Robbins started.

Mr. Wynne likes the new interview process which includes receiving stakeholder's input. Mr. Morrison was welcomed aboard.

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve item 5.O. The Motion Passed by a vote of 8 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Marrone, Syed, Woodhouse-Hughes, Wynne. Board Members Absent: Kennedy.

A Motion was made by Steve Wynne and seconded by Mark Bruno, to approve item 5.B., 5.C., 5.D., 5.F., 5.G., 5.H., 5.I., 5.J., 5.K., 5.L., 5.M., 5.N. The Motion Passed by a vote of 8 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Marrone, Syed, Woodhouse-Hughes, Wynne. Board Members Absent: Kennedy.

## 6. Facilities

### A. Facilities Committee Report (Mr. Barnhart)

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

- ~ HVAC Controls
- ~ Parking lot site work
- ~ Bid results for the Athletic Field Sod
- ~ Training and the new regulations for testing for lead in water are being developed by the state.

### B. Motion to approve the attached Bid Resolution to award for the Sodding of the Athletic Field at the Northfield Community School at a total project cost in the amount of \$60,830.00.

Discussion: Mr. Barnhart wanted Board consensus for this project. It is a big project and it has been a long time since anything has been done to the field. Mr. Wynne shared the winning bid was accepted for \$60,830. Once the project gets started, the field will be closed down while the sod takes but, it will be completed after the fall athletics season is over.

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

- ### C. Motion to approve the following Change Order Requests using the contingency allowance for the project:
- Additional striping in the amount of \$5,875.00 (owner requested)
  - Irrigation repairs in the amount of \$1,800.00
  - Electrical repairs in the amount of \$3,500.00

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

## 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
- ~ Lunch prices for the 2016/17 school year
- ~ Salaries to be paid from the NCLB FY17 Grant

B. Pursuant to NJAC 6A:23A-16:10(c)4, we certify that as of July 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(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 Transfers Worksheet for September 22, 2016.

D. Motion to approve the Bill's List in the amount of \$ 597,061.89

E. Motion to approve the Board's Secretary Report from July, 31, 2016.

F. Motion to approve the Cash Reconciliation (Treasurer's) Report for July 31, 2016.

G. Motion to approve the attached list of professional development days for designated staff.

H. Motion to approve the contract with Beth Lewis as Physical Therapist for the 2016-2017 school year per the terms and conditions of the agreement.

I. Motion to rescind the April 25, 2016 motion to approve the following lunch prices for the 2016-2017 school year:

- Elementary School Grades K-4 - \$2.70
- Middle School Grades 5-8 - \$2.80
- Adult Lunch - \$4.00

J. Motion to approve the following lunch prices for the 2016-2017 school year.

- Elementary School Grades K-4 - \$2.75
- Middle School Grades 5-8 - \$2.75
- Adult Lunch - \$4.00
- Breakfast - \$1.25

K. Motion to approve the following school year salaries and/or partial salaries to be paid from the NCLB FY17 Grant:

- Fay Crooks - \$87,800.00 – Reading Specialist
- Jennifer Cook - \$14,260.00 – BSI



- Susan Farr - \$14,260.00 – BSI
- Brittany Longo - \$14,260.00 – BSI
- Valerie Lonkart - \$14,260.00 – BSI
- Amy Moskovitz - \$14,260.00 – BSI
- Kimberly Peters - \$14,260.00 – BSI

- L. Motion to approve the Homeless Tuition Contract between Northfield Board of Education, receiving District, and Lower Cape May Regional, sending District, for the tuition charge of \$6,000.00 for the 2016-2017 school year.

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. The Motion Passed by a vote of 8 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Marrone, Syed, Woodhouse-Hughes, Wynne. Board Members Absent: Kennedy.

## 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 Policy
- ~ Video and Surveillance Policy
- ~ Assignments and Transfer Policy
- ~ Promotion and Retention Policy
- ~ Guidance Services Policy
- ~ Remedial Instruction Policy
- ~ Gifted and Talented Policy
- ~ Awards - Criteria - Sponsorship - Amount

- B. Motion to approve, the First Reading of the following policy:
- Policy 3517 - Safety and Video Security Systems Acceptable Use Policy
- C. Motion to approve the Second and final reading of the following policy:
- Policy 5145.7 - Gender Identity and Expression
- D. Motion to approve, the First and Final Reading of the following policy:
- Policy 4113/4213 - Assignment; Transfer
- E. Motion to approve, the First and Final Reading of the following policy:
- Policy 6146.2 - Promotion/Retention
- F. Motion to approve, the First and Final Reading of the following policy:
- Policy 6164.2 - Guidance Services

Discussion: Mr. Wynne was out of the room and did not cast vote.

A Motion was made by Stephanie Woodhouse-Hughes and seconded by Deborah Levitt, to approve items 8.B., 8.C., 8.D., 8.E., 8.F. The Motion Passed by a vote of 7 Ayes, 0 Nays and 0

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

## 9. Community Relations

A. Community Relations Committee Report (Mrs. Delcher)

~ Northfield's Mother's League is having a fundraiser- all monies go to the needs of the kids in our school.

B. PTO Updates

~ Upcoming PTO meeting-Thursday, Oct 29th

~ Back to School night - need volunteers

~ Coupon Book is distributed

## 10. Other Business

A. Superintendent Report (Mr. Bretones)

Mr. Bretones reviewed his Superintendent report. Highlights included:

~ Back to School nights

~ Red Ribbon and school violence awareness week and Days of Respect

~ Anti-Bullying

~ 'Mix-it-up' day

~ Project 'wisdom' messages-character education

~ Strategic Planning

B. Motion to approve the Regular Session Meeting Minutes from August 22, 2016.

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

D. Motion to approve the Special Meeting Minutes from September 8, 2016

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve item 10.D. The Motion Passed by a vote of 7 Ayes, 0 Nays and 1 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Levitt, Marrone, Syed, Woodhouse-Hughes, Wynne. Board Members Absent: Kennedy. Board Members Abstain: Delcher.

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve items 10.B., 10.C. The Motion Passed by a vote of 8 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Marrone, Syed, Woodhouse-Hughes, Wynne. Board Members Absent: Kennedy.

## 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 October 24, 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, 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 Kerrie Marrone and seconded by Deborah Levitt, to approve item 12. The Motion Passed by a vote of 8 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Marrone, Syed, Woodhouse-Hughes, Wynne. Board Members Absent: Kennedy.

### **13. Announcement**

Next Regular BOE Meeting, Monday, October 24, 2016, vocal Room, 6:30 p.m.

Northfield City School District  
Strategic Planning Meeting Calendar

- Meeting #1 - 10/13/16 at 7:00 p.m. in the library
- Meeting #2 - 11/21/16 at 7:00 p.m. in the library
- Meeting #3 - 12/12/16 at 7:00 p.m. in the library

### **14. Adjournment**

A Motion was made by Christopher Kennedy and seconded by Angelic Delcher, to adjourn at 7:53 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, Marrone, Syed, Woodhouse-Hughes, Wynne.

Respectfully submitted,

Linda Albright  
Business Administrator/Board Secretary