

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 6:32 p.m.

Roll Call

Mr. Barnhart - Present
Mr. Bruno - Present
Mrs. Delcher - Present
Mr. Kennedy - Present
Mrs. Levitt - Present
Mrs. Marrone - Present
Dr. Syed - Present
Ms. Woodhouse-Hughes - Present
Mr. Wynne - Present

Superintendent

Mr. Bretones

Business Administrator/Board Secretary

Mrs. Albright

Solicitor

Mr. Geppert, Esq.

Additional Administrators in Attendance

Ms. Vaccaro

Ms. Dye

Others in Attendance

Ms. Leatherwood

Mr. Morrison

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 6:35 p.m.
Let the minutes reflect that the Board of Education returned to Regular Session at 7:04 p.m.*

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

A Motion was made by Deborah Levitt and seconded by Angelic Delcher, 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, Kennedy, Levitt, Marrone, Syed, Woodhouse-Hughes. Board Members Absent: Wynne.

2. Presentation

A. PARCC & NJASK Science Test Score Presentation - Janice Dye

Discussion: Mrs. Dye presented the NJASK Science and PARCC scores. The NJASK 4th grade science did very well, 95.9% passed, state average was 89.8%. The 8th grade science 69.7% passed, our scores are significantly lower but the state also dropped 72.9%. Mrs. Delcher shared that the way the science material is taught has changed. Next Gen started in September and this will help with our future scores. The PARCC scores for Language Arts and Math for level 1 and 2 decreased and level 4 and 5 increased, which is what you want to see. There were a lot of student 'opt outs' which does affect the scores. In ELA- our grade 3 scored 3% higher than the state, grade 4 we passed 53%, state was 54%, Grade 5, 45% passed, state was 53%, Grade 6, 49% passed, state was 52%, Grade 7- 53% passed, state was 57%, Grade 8, 39% passed, state was 56%. It is hard to compare 7th and 8th grade scores because many students in 8th grade take Algebra. In Algebra PARCC -87% of our students passed. Grades 3,4, 6, 7 and Algebra, all students scored above the state average. Going forward, we need to use data to identify the strengths and weaknesses, and review the pacing that the material is taught and the guides being used.

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.

John Costello - 1922 West Avenue, Linwood - Thanked the Board for their service to the community. Mr. Costello met Mr. Bretones in the past and he shared that the Board of Education made an excellent choice for Superintendent. Mr. Costello continues to get a bill from Virtua Family Medicine and wanted to know when an employee is required to get a physical for the Board of Education, who is responsible to pay for the bill. Mr. Geppert said that the Board of Education is responsible to pay the bill. Mr. Geppert suggested he give a copy of the bill to Mrs. Albright and she will review. Mr. Costello shared that he tried reaching Mrs. Albright at work and Mrs. Hurley tried transferring the call but Mrs. Albright never talked with him. Mrs. Albright shared that she will look into this matter.

4. **Curriculum**

A. Curriculum Committee Report (Mrs. Levitt)

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

- ~ Writing K-8
- ~ Advanced Placement Criteria
- ~ ESSA (NCLB) Parent meeting
- ~ Entrepreneur Program
- ~ Parental Advisory Committee

B. Motion to approve the NCS band Poinsettia Flower Sale from 11/16/16 through 12/16/16.

C. Motion to approve the following list of school trips for the 2016-2017 school year.

- Academic Bowl, October 20, 2016 at St. Augustine Prep
- 3rd Grade to City Hall in Northfield on June 2017 or TBD - walking trip
- 3rd Grade to Birch Grove Park on June 8, 2017 or TBD - walking trip
- 3rd Grade to Library in Northfield, Multiple dates in 2017 - walking

- trip
- 2nd Grade to Tiki Golf in Northfield, June 2, 2017 or TBD - walking trip
- Band Trip to Six Flags on May 26, 2017
- 10 8th grade students attending GameACon event in Atlantic City, October 29, 2016 - transportation on their own.

Discussion: Mrs. Levitt was concerned that the October 20th field trip had already taken place before the Board approved it. Going forward we need to make sure that the Board of Education approval is done prior to trips.

A Motion was made by Deborah Levitt and seconded by Mark Bruno, to approve item 4.C. The Motion Passed by a vote of 8 Ayes, 0 Nays and 1 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Marrone, Syed, Woodhouse-Hughes, Wynne. Board Members Abstain: Levitt.

- D. Motion to approve the 2016-2017 school year Memorandum of Agreement between Northfield Community School and the Northfield Police.
- E. October Monthly Reports
- Mr. Robbins
 - Mrs. Vaccaro
 - Mrs. Dye
 - Mr. Mease
 - Mr. Phommathep
 - Ms. Leatherwood
 - Ms. Leone

Discussion: Mrs. Vaccaro informed that two Emergency Procedures were conducted in September: September 14, 2016, Fire Drill, 2:00-2:10 p.m., September 26, 2016, Evacuation Drill, 2:00-2:25 p.m.

- F. Motion to approve the ESSA (NCLB) School Parent Compact for the 2016-2017 school year.
- G. Motion to approve the ESSA (NCLB) District-Wide Parent Involvement Policy for the 2016-2017 school year.
- H. Motion to approve, the attached proposal for SACC to run on November 8, 2016.
- I. Motion to approve, the attached Entrepreneur Middle School Program for the 2016-2017.
- J. Motion to approve, the proposal for SACC/Community Education Afterschool Programs for the 2016-2017 school year.

A Motion was made by Deborah Levitt and seconded by Mark Bruno, to approve items 4.B., 4.D., 4.F., 4.G., 4.H., 4.I., 4.J. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Marrone,

Syed, Woodhouse-Hughes, Wynne.

5. Personnel

A. Personnel Committee Report (Mr. Wynne)

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

- ~ Comp days
- ~ Payroll/Benefits Clerk
- ~ Stockton Students to volunteer
- ~ Agenda Items

B. Motion to approve, upon the recommendations of Superintendent, the following volunteers for the 2016-2017 school year. (pending successful completion of criminal history background check).

- Kevin Fehr - Digital Shop
- Peggy Beninati - Digital Shop
- Craig Garwood - Band
- David Ordille - Band

C. Motion to approve, upon the recommendation of the Superintendent, the following volunteers from Stockton University Physics Club to assist Mr. Jarrett's class and clubs. (pending criminal clearance).

- Britton Williams
- Katherine Miller
- Patrick Cocola
- Will Campagnolo
- Ryan Matarante
- Quentin Bean
- Zachary Barchuk
- Zachary Abrams

D. Motion to approve, upon the recommendation of the Superintendent, the increase of the following PM SACC Aides from \$9.00 to \$10.00 an hour **as needed:**

- Deena Capizzo
- Angela Levy
- Kristen Nagle
- Ignazia Garofalo

E. Motion to approve, the attached list of substitutes for the 2016-2017 school year.

F. Motion to approve, upon the recommendation of the Superintendent, Jessica Michael, as a part-time Special Education Aide for 17.5 hours per week pending successful completion of criminal history background check for the 2016-2017 school year at an salary rate of \$17.03/hr. Jessica Michael replaces Claire Loges. ***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, upon the recommendation of the Superintendent,

Teodora Kolaksazova, as Payroll/Benefits Clerk effective November 1, 2016 through June 30, 2017 at a salary of \$47,640, (Step 1) prorated, with benefits. Pending criminal clearance. Mrs. Kolaksazova replaces Todd Reitzel who resigned. ***Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**

- H. Motion to approve the following student for Student Teacher Placement Request from Stockton University for the Spring 2017 semester:
- Tina Nguyen - to work with Mary Lou Best (1st grade)
- I. Motion to approve the following Special Education Aides as program aides for the after school clubs, on an as needed basis.
- Sharon Angrisani
 - Madelyn Bradley
 - Tina Simpson

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

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
- ~ Submission of the 2016 Annual Comprehensive Maintenance Plan
- ~ Automatic Door Project

- B. Motion to approve the following Change Order Requests using the contingency allowance for the parking lot site work with Landberg Construction:
- Additional striping of yellow curbing on the lot at \$2.00 per linear foot per the attached map (owner requested).
 - Furnish and install drywell for drainage repair in the amount of \$18,960.00.
- C. Motion to approve the annual Inspection & Service Agreement with Red Hawk for testing and inspection of the fire alarm system in the amount of \$2,339.00.
- D. Motion to approve the attached Resolution for Submission of the 2016 Annual Comprehensive Maintenance Plan.

A Motion was made by Jon Barnhart and seconded by Mark Bruno, to approve items 6.B., 6.C.,

6.D. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Marrone, Syed, Woodhouse-Hughes, 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
- ~ 2016-2017 School Year Joint Transportation Agreement
- ~ Salaries to be paid from the NCLB FY17 Grant

- B. Pursuant to NJAC 6A:23A-16:10(c)4, we certify that as of August 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 list of Transfers for October 24, 2016.
- D. Motion to approve the Bill's List in the amount of \$369,542.91
- E. Motion to approve the Board's Secretary Report from August 31, 2016.
- F. Motion to approve the Cash Reconciliation (Treasurer's) Report for August 31, 2016.
- G. Motion to approve the 2016-2017 School Year Joint Transportation Agreement between Northfield Board of Education and Mainland Regional High School District for the Saint Joseph Regional Route #SJHS to Saint Joseph Regional School in Somers Point for thirteen students in the amount of \$8,138.79.
- H. Motion to approve the following school year salaries and/or partial salaries to be paid from the NCLB FY17 Grant:
- Terry Mittleman - \$8,000.00 - Aide
 - Brenda Breslin - \$10,000.00 - Aide
 - James Blumenstock - \$9,000.00 - Aide
 - Carol Argenti - \$9,000.00 - Aide
- I. Motion to rescind the September 26, 2016 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.
- J. 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 \$5,532.75 for the period of September 6, 2016 through May 27, 2017 (166 days).

- K. Motion to approve the attached resolution to appoint Scarinci/Hollenbeck, Attorneys at Law as Board as Board Solitor from October 27, 2016 through June 30, 2017, at an annual retainer of \$7,125.00, pro-rated, and per the terms and conditions of the proposed agreement.

Discussion: Mr. Wynne asked do we need to dissolve retainer with Schwarz. Mr. Geppert shared that it's not in the resolution. Mr. Bretones explained that Mr. Geppert is moving to a larger firm and they also do school law. The two law firms are working with the district, with no additional cost to the district, so that we can continue to work with Mr. Geppert but continue to work with the old firm with pending issues.

Discussion: Mrs. Marrone asked if we have looked at the club sponsorships since we don't have the commitment for funding for the clubs. Mr. Bretones shared that he has done the analysis and provided that analysis to the clubs. The clubs that are currently listed are fully attended so we would like to continue them, and that the PTO will give their commitment next month.

A Motion was made by Zubair Syed and seconded by Deborah Levitt, to approve item 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, Marrone, Syed, Woodhouse-Hughes, Wynne.

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

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.L. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Marrone, Syed, Woodhouse-Hughes, Wynne.

8. Policy

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

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

- ~ Policy 3515
- ~ Policy 1330
- ~ Policy 3542.1
- ~ Policy 2131
- ~ Policy 2240
- ~ Policy 4112.4/4212.4
- ~ Policy 4112.6/4212.6
- ~ Policy 4112.2
- ~ Policy 3100

- B. Motion to approve, the following policy for 1st and final reading:

- Policy 3515 - Smoking Prohibited

- C. Motion to approve, the following policy for 1st and final reading:
 - Policy 1330 - Use of School Facilities
- D. Motion to approve, the following policy for 1st and final reading:
 - Policy 3542.1 - Wellness/Nutrition
- E. Motion to approve, the following policy for 1st and final reading:
 - Policy 2131 - Superintendent
- F. Motion to approve, the following policy for 1st and final reading:
 - Policy 2240 - Research, Evaluation and Planning
- G. Motion to approve, the following policy for 1st and final reading:
 - Policy 4112.4/4212.4 - Employee Health
- H. Motion to approve, the following policy for 1st of 2 readings:
 - Policy 4112.6/4212.6 - Personnel Records
- I. Motion to approve, the 1st of 2 readings of the following policy:
 - Policy 4112.2 - Certification
- J. Motion to approve, the 1st of 2 readings of the following policy:
 - Policy 3100 - Budget Planning, Preparation and Adoption
- K. Motion to approve the second and final reading of the following policy:
Policy 3517 - Safety and Video Security Systems Acceptable Use Policy

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., 8.G., 8.H., 8.I., 8.J., 8.K. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Marrone, Syed, Woodhouse-Hughes, Wynne.

9. Community Relations

A. Community Relations Report (Mrs. Delcher)

Discussion: Mrs. Delcher spoke with the city clerk, Mary Canesi. Mrs. Canesi wanted the Board to remind everyone of the events coming up in Northfield:

- ~ Trick or Treat
- ~ Hayrides
- ~ Mayor wishes well the Board candidates for re-election
- ~ Mother's League - Halloween parade costume contest was well attended
- ~ November super cookies give back

Discussion: Mr. Wynne was happy to see the council and police at the Strategic Planning meeting.

B. PTO Updates (Mrs. Marrone)

Discussion: The PTO president shared that the new board is trying to change the stigma of the PTO and steering the group in a new direction.

- ~ Hoops Clinics
- ~ Holiday Shop
- ~ Winter Carnival

10. Other Business

A. Superintendent Report (Mr. Bretones)

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

- ~ October 29th - Game a Con - 10 Students attended this event and shared the games they created. Great opportunity for networking with people who are creating games for a living.
- ~ October 20th - Quiz Bowl - Fourteen 7th and 8th grade students were in the academic competition. 8th graders came in 2nd and the 7th graders came in 20th. There were 40 schools attending.
- ~ Attended SETA convention in D.C. - students presented to technology leaders. They did great, very impressive presentation.
- ~ Acting Commissioner of education and a team of her colleagues visited NCS. They toured ES and MS to see the innovative practices in our classrooms.
- ~ Strategic Planning meeting - 35 people attended the October meeting. The respective groups defined the strengths and weaknesses of the district including discussions ranging from recess, facilities, traffic, enrollment, local economy, administration, technology at NCS. Next meeting is November 21, 2016. The topic will be the vision for our future.

B. Motion to approve the Regular Session Meeting Minutes from September 26, 2016.

C. Motion to approve the Executive Session Meeting Minutes from September 26, 2016.

D. Motion to approve the Strategic Planning Special Board Meeting Minutes from October 13, 2016.

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve 10.D. The Motion Passed by a vote of 6 Ayes, 0 Nays and 3 Abstentions. Board Members voting Ayes: Barnhart, Delcher, Levitt, Syed, Woodhouse-Hughes, Wynne. Board Members Abstain: Bruno, Kennedy, Marrone.

A Motion was made by Steve Wynne and seconded by Angelic Delcher, to approve items 10.B., 10.C. The Motion Passed by a vote of 8 Ayes, 0 Nays and 1 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Marrone, Syed, Woodhouse-Hughes, Wynne. Board Members Abstain: 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 a meeting on November 28, 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, negotiation, student issues 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 Stephanie Woodhouse-Hughes, 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, Marrone, Syed, Woodhouse-Hughes, Wynne.

13. Announcement

Next Regular BOE Meeting, Monday, November 28, 2016, Vocal Room, 6:30 p.m.

Northfield Strategic Planning Meeting #2, Monday, November 21, 2016 at 7:00 p.m.

*Let the minutes reflect that the Board of Education re-entered into executive session at 8:01 p.m.
Let the minutes reflect that the Board of Education returned to regular session at 8:13 p.m.*

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

A Motion was made by Kerrie Marrone and seconded by Deborah Levitt to return to Regular Session. The Motion passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Marrone, Syed, Woodhouse-Hughes, Wynne.

14. Adjournment

A Motion was made by Mark Bruno and seconded by Deborah Levitt, to adjourn at 8:14 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