

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

Meeting Called to Order

The meeting called to order by Board President, Mr. Wynne at 6:33 p.m.

Roll Call

Roll Call

Mr. Barnhart - Present  
Mr. Bruno - Absent  
Mr. Delcher - Present  
Mr. Kennedy - Present  
Mrs. Levitt - Present  
Dr. Syed - Present  
Mrs. White - Present - Left at 8:25  
Ms. Woodhouse - Present  
Mr. Wynne - Present

Interim Superintendent

Mr. Garguilo

Business Administrator/Board Secretary

Mrs. Albright

Solicitor

Mr. Geppert, Esq.

Additional Administrators in Attendance

Mrs. Vaccaro

Mrs. Robbins

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 Meetings Act", Northfield Board of Education at 3:00 p.m. on January 13, 2015 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 13, 2015 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 Executive Session minutes, personnel, student issues, policy 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 7:03 p.m.*

A Motion was made by Stephanie Woodhouse 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 Member voting Aye: Barnhart, Delcher, Kennedy, Levitt, Syed, White, Woodhouse, Wynne. Board Members Absent: Bruno.

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

### **2. Presentation**

A. Presentation on Cyber-Bullying by Bryan Hamilton.

Discussion: Mrs. Harvey gave a brief description of cyber-bullying. Bryan Hamilton, a detective in the area, offers the cyber-bullying presentation to high schools and 7th and 8th grade students. Mr. Hamilton will be presenting cyber-bullying to the NCS 7th and 8th graders. He reviewed consequences of cyber-bullying and the possibilities of prosecution.

### **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. White) Attachments

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

- ~ Student Achievement
- ~ BOE Goals
- ~ PARCC
- ~ November STAFF PD

B. 

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

 Attachments

Discussion: Mrs. Vaccaro informed that two Emergency Procedures were conducted in October: October 14, 2015, Fire Drill, 9:45-9:50 a.m., and October 21, 2015, Full Evacuation Drill, 10:00-10:30 p.m.

Discussion: Mrs. Levitt asked Mr. Robbins about the 54 suspensions. Mr. Robbins explained that most were for lateness.

C. Presentation of the NJ ASK science test scores for grades 4 and 8.

Discussion: Mrs. Dye reviewed the NJ ASK science test scores for grades 4 and 8. She shared that the science test will get harder when the next-generation standards are introduced next year. These standards are included in the update of the current curriculum.

D. Presentation of the CAP Program for the 2015-16 school year

Discussion: Pam Selenza, the CAP Program Coordinator, gave an overview of the Teen CAP program. CAP is a division of Family Services. It is a 3 day program with the following subjects covered: types of assault, assault prevention, safety, and child's rights. The types of assault that can happen are neglect, emotional, physical and sexual abuse. Basically, the types of forces that interferes with a child's free choice. Examples are abuse at home, dating relationships, sexual harassment, cyber-bullying, sexting(with legal ramifications), date and acquaintance rape.

E. Motion to approve the NCLB School Parent Compact for the 2015-2016 school year. Attachments

F. Motion to approve the NCLB District-Wide Parent Involvement Policy for the 2015-2016 school year. Attachments

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

## 5. Personnel

### A. Personnel Committee Report (Mrs. Levitt)

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

- ~ Anticipated openings
- ~ Superintendent search
- ~ Agenda items

B. Motion to approve, upon the recommendation of the Superintendent, Christina Somers as the Long-term Substitute Nurse, at the rate of \$145.00 per day, effective November 9, 2015.

C. Motion to approve the posting and/or advertising for a long-term Substitute Secretary for the Superintendent. This is a clerical, non-confidential, position.

D. Motion to approve the following elementary visitor/volunteer for the 2015-16 school year:

- Patrick Rehder
- Patricia Cayanan
- Angie Wilson

E. Motion to accept the resignation of Victoria Burke, as a part-time one-on-one aide, effective November 14, 2015.

F. Motion to accept the resignation of Gina Pernice, as a part-time one-on-one aide, effective November 26, 2015.

G. Motion to approve the posting and/or advertising for a middle school part-time one-on-one aide (to replace Gina Pernice).

H. Motion to approve the posting and/or advertising for a middle school long-term substitute one-on-one aide effective January 4, 2016 through April 29, 2016 at a rate of \$10.00 per hour (to fill the leave of absence of Lisa Summers).

I. Motion to approve the posting and/or advertising for a boys basketball coach for the 2015-2016 school year.

J. Motion to accept the retirement of Nancy Sullivan as teacher's aide effective June 30, 2016.

Discussion: Mrs. Levitt acknowledged Mrs. Sullivan and sent her best wishes for her retirement.

A Motion was made by Deborah Levitt and seconded by Angelic Delcher, to approve item 5.J. The Motion Passed by a vote of 8 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Delcher , Kennedy , Levitt , Syed , White , Woodhouse , Wynne . Board Members

Absent: Bruno .

- K. Motion to accept the retirement of Victoria Smith as 5th grade middle school teacher effective June 30, 2016.

Discussion: Mrs. Levitt accepts Mrs. Smith's resignation with regrets. She has known her for years and sends her best wishes for her retirement as well.

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

- L. Motion to approve, upon the recommendation of the superintendent, Michael DiCicco as the head boys basketball coach at a stipend of \$2,782.00 for the 2015-2016 school year.
- M. Motion to approve, upon the recommendation of the superintendent, Ignazia Garofalo as a part-time, one-on-one aide to replace Gina Pernice, at a rate of \$11.15 per hour, Step 1, for the remainder of the 2015-2016 school year.
- N. Motion to approve, upon the recommendation of the superintendent, Tina Guetzlaff as the long-term substitute secretary for the Superintendent at the rate of \$10.00 per hour.(4 hours a day in addition to her aide duties).
- O. Motion to approve the attached list of substitutes for the 2015-16 school year.
- P. Motion to approve the posting and/or advertising for an elementary school part-time aide(to replace Victoria Burke).

A Motion was made by Deborah Levitt and seconded by Stephanie Woodhouse, to approve items 5.B., 5.C., 5.D., 5.E., 5.F., 5.G., 5.H., 5.I., 5.L., 5.M., 5.N., 5.O., 5.P. The Motion Passed by a vote of 8 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Delcher , Kennedy , Levitt , Syed , White , Woodhouse , Wynne . Board Members Absent: Bruno .

## 6. Facilities

- A. Facilities Committee Report (Mr. Barnhart)

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

- ~ Punch list status
- ~ concrete and parking lot work as a COR
- ~ Athletic field

- B. Discussion of having a wedding reception on NCS campus.

Discussion: Ms. Leatherwood and Mrs. Albright explained a facilities use request to have a wedding reception on NCS campus. The Board did not support the idea of a private function of this type as a use of the facility.

## 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
- ~ 2015-16 School Year Joint Transportation Agreement
- ~ 2016 School Election and Budget Procedures Calendar

B. Pursuant to NJAC 6A:23-2.12(c)4, we certify that as of September 30, 2015, and having received the certification of the Business Administrator, pursuant to NJAC 6A:23-12(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:23-2.12(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 September 30, 2015.

D. Motion to approve the Cash Reconciliation (Treasurer's) Report for September 30, 2015.

E. Motion to approve the Bill's List in the amount of \$549,371.94.

F. Motion to approve the attached list of Transfers for September 30, 2015.

G. Motion to approve the 2015-2016 School Year Joint Transportation Agreement between Northfield Board of Education and Atlantic County Special Services School District in the amount of \$115,869.60 as follows:

~ML13	ACSSSD	\$ 9,841.90
~ML14	ACSSSD	\$11,425.80
~NORTH	Northfield Community	\$88,912.70
~Yale3	Yale Academy	\$ 5,689.20

H. Motion to approve the New Jersey Department of Education 2016 School Election and Budget Procedures Calendar, and the District Budget Preparation Calendar.

I. Motion to approve the NWN Change Order Request for 5 additional cameras in the amount of \$6,940.55.

J. Motion to approve the attached Bill's List in the amount of \$477,569.98. (This replaces item 7.E.)

A Motion was made by Zubair Syed and seconded by Deborah Levitt, to approve items 7.B., 7.C., 7.D., 7.F., 7.G., 7.H., 7.I., 7.J. The Motion Passed by a vote of 8 Ayes, 0 Nays and 0 Abstentions.

Board Members voting Ayes: Barnhart , Delcher , Kennedy , Levitt , Syed , White , Woodhouse , Wynne . Board Members Absent: Bruno .

## 8. Policy

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

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

- ~ Reviewing Policies #3240 and 5145.7
- ~ Reviewing Regulations #4119.23/4219.23 and 5131.6

Discussion: Mrs. Levitt shared that staff substance abuse and tuition policies will be discussed at the next Board meeting. Also a student substance abuse policy is being worked on. A transgender policy is on hold until further discussion.

### B. Motion to approve the 1st reading of the following policy:

- Policy #3240

This motion tabled until next month.

### C. Motion to approve the 1st reading of the following Regulation:

- Regulation #4119.23/4219.23

This motion tabled until next month.

## 9. Shared Services

### A. Shared Services Committee Report (Mr. Bruno)

Discussion: Mr. Wynne has had conversations with the County Executive and Superintendent to share superintendents. Mainland is not going to share and is no longer a potential partner. Conversations continue, nothing is moving in any direction at this time.

## 10. Other Business

### A. Superintendent Report (Mr. Garguilo)

Mr. Garguilo reviewed his Superintendent's Report. Highlights included:

- ~ Emergency Management Meeting, Tuesday 11/17/15
- ~ Monthly HIB Incidence Report
- ~ Superintendent Search
- ~ Board Goals

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve and accept the HIB Report as presented by the Superintendent of Schools. The Motion Passed by a vote of 8 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Delcher , Kennedy , Levitt , Syed , White , Woodhouse , Wynne . Board Members Absent: Bruno .

### B. NEF Update

Discussion: PTO and NEF had a joint meeting.

- ~ Spirit sales concluded

- ~ Art Class
- ~ Sweetheart dance
- ~ Clubs/Assemblies

C. PTO Update

D. Motion to approve the Regular Session Meeting Minutes from October 26, 2015.

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

E. Motion to approve the Executive Session Meeting minutes from October 26, 2015.

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve item 10.E. The Motion Passed by a vote of 7 Ayes, 0 Nays and 2 Abstentions. Board Members voting Ayes: Bruno , Delcher , Kennedy , Levitt , Syed , Woodhouse , Wynne . Board Members Abstain: Barnhart , White .

The following additional Other Business item was brought up for discussion by the Board:

Discussion: Mr. Wynne shared that seven years ago the Board instituted the Board Committee structure. In the past the committee was of the whole Board and open to the public. The committee structure has not been discussed in awhile and he would like the Board to think about it. The Board reviewed the two(2) options. Individual committees are more focused and efficient and the Board would like to continue with the current committee structure.

## 11. Open to the Public

No public addressed the Board at this time.

Discussion: Mr. Robbins thanked the Board and staff for their support when he traveled to China.

Discussion: Mr. Garguilo shared that a number of our students attended game-a-con. NCS was the only school attending other than colleges. The games on the laptops were created by our students.

## 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 , the Board of Education is scheduled to hold meeting on December 21, 2015 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 personnel, student matters, 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 Christopher Kennedy and seconded by Deborah Levitt, to approve item 12.. The Motion Passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Delcher , Kennedy , Levitt , Syed , Woodhouse , Wynne . Board Members Absent: Bruno , White .

**13. Announcement**

Next Regular BOE Meeting, Monday, December 21, 2015, Vocal Music Room, 6:30 p.m.

**14. Adjournment**

A Motion was made by Angelic Delcher and seconded by Deborah Levitt, adjourn the meeting at 8:33 p.m.. The Motion Passed by a vote of 7 Ayes and 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Delcher , Kennedy , Levitt , Syed , Woodhouse , Wynne . Board Members Absent: Bruno , White .

Respectfully submitted,

Linda Albright  
Business Administrator/Board Secretary