

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

Roll Call

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

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 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 executive session minutes, personnel, security, student matters, 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 6:32 p.m.  
Let the minutes reflect that the Board of Education returned to regular session at 7:05 p.m.*

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

A Motion was made by Deborah Levitt and seconded by Kevin Milhous, to return to open session. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Levitt , Milhous , Syed , White , Woodhouse , Wynne .

## 2. Presentation

A. Audit Presentation - Mr. James Preziosi, CPA and Mr. Eugene Taormina, CPA.

Mr. Eugene Taormina, of Preziosi, Nicholson & Associates, PA, Certified Public Accountants, gave the 2013-2014 Audit Presentation. Highlights included:

- Summary of Audit report and review of funds balances and reserves.
- Review of revenues and expenditures as outlined in the Audit Report.
- There were no findings or recommendations and the audit revealed no deficiencies in internal controls and procedures or material weakness.
- There were two observations: the fixed assets exceeding the District's capitalization threshold of \$2,000 must be budgeted and charged to a capital outlay account. Management should routinely review the outstanding check lists to ensure compliance with unclaimed property laws and to ensure recurring problems are noticed and rectified quickly.

Mr. Taormina explained that in their professional opinion the District maintained a good accounting system, which included healthy reserves. He thanked Mr. Garguilo and Mrs. Albright for their cooperation and assistance.

B. Motion to approve the 2013-2014 District Audit Report.

A Motion was made by Angelic Delcher and seconded by Karyn White, to approve 2.B. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Levitt , Milhous , Syed , White , Woodhouse , Wynne .

C. Motion to approve the Corrective Action Plan for the 2013-2014 District Audit Report.

**Discussion:** Mrs. Albright explained that there is no Corrective Action Required, due to the fact that there are no findings. The motion was not required and pulled from the agenda.

D. Recognition of John Hughes - Press Essay Contest (Mr. Garguilo)

**Discussion:** Mr. Garguilo presented John with a certificate for his Halloween story which was published in the Atlantic City Press. The AC Press held a writing contest and John was featured in an article for the paper. John read an excerpt from his story. Mr. Garguilo said it was a very impressive honor at his young age.

E. Recognition of Cross Country Player Alyssa Turner (Mr. Garguilo)

**Discussion:** Mr. Garguilo introduced Alyssa Turner and presented her a certificate. The 5th grade broke the course record and won the Brigantine International. Mrs. White commented that Alyssa is a wonderful and humble athlete. Mr. Robbins shared that she has wonderful family support and is a great student athlete. Mr. Wynne shared that he had the opportunity to see her compete and was very impressed.

**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.

- Barry Kaufman, 10 Dani Drive, is the father of a daughter at NCS. He came to the meeting regarding the dress code. He asked the Board if they would temporarily suspend discipline on this issue until a committee including parents can provide a recommendation for an appropriate dress code.
- Mayor Erland Chau, 1001 Shore Road, congratulated Ms. Woodhouse and Mr. Barnhart on their re-election to the Board of Education and Mr. Milhous on his election to the Board of Education at Mainland Regional High School. He extended an open door to his office for discussion on any matter.
- Susan Palaia, 103 Julie Drive, respectfully requested the Board of Education to look into school policy on student drop off procedures. She has asked if the 5th-8th graders could come into the building before 8:00 a.m. during inclement weather. Drop off is too long to queue up. Timing for her 4th and 5th graders is not working. Additionally, the lateness policy for 5th-8th grade results in unrealistic penalties including detention and possible in-school suspension.

**4. Curriculum**

A. Curriculum Committee Report (Mrs. White)

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

- ~ Articulation - Constituency meeting(Linwood, SP, Mainland)
- ~ PARCC update
- ~ Materials - Textbooks/Supplementals, Science and Social Studies
- ~ PD needs based on evaluations
- ~ Teacher of the Year- Governor's Educator of the Year Program
- ~ Title Change for Middle School Writing

B. October Monthly Reports

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

**Discussion:** Mrs. Vaccaro informed that four(4) emergency procedures were conducted in October: October 7, 2014, Fire Drill, 2:10-2:17 p.m., October 10, 2014, Front Office Training, 9:00-11:45 a.m., October 10, 2014, Emergency Planning Meeting, 2:00-3:00 p.m., October 14, 2014, Faculty Emergency Procedures, 3:25-4:00 p.m.

- C. Motion to approve the following choir trips for the 2014-15 school year:
- Tuesday, December 2, 2014 - Ocean City Tabernacle
  - Friday, December 5, 2014 - Meadowview Nursing Home
- D. Motion to approve the NCLB School Parent Compact for the 2014-2015 school year.
- E. Motion to approve the NCLB District-Wide Parent Involvement Policy for the 2014-15 school year.

A Motion was made by Karyn White and seconded by Deborah Levitt, to approve 4.C., 4.D., 4.E. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Levitt , Milhous , Syed , White , Woodhouse , Wynne .

## 5. Personnel

- A. Personnel Committee Report (Mr. Wynne)
- No meeting held.
- B. Motion to accept the resignation of Kara Deslis as part time basic skills teacher effective December 23, 2014.
- C. Motion to approve the posting and/or advertising for a part time basic skills teacher (no benefits) effective January 5, 2015 (to replace Ms. Deslis who is resigning).
- D. Motion to accept the resignation of Amy Moskovitz as elementary school book club advisor effective December 19, 2014.
- E. Motion to approve the posting for an elementary school book club advisor effective January 5, 2015 (to replace Mrs. Moskovitz who is resigning as advisor).
- F. Motion to approve the following student observation from Stockton College:
- Nicolette Franchetti (1-2 hours) - to work with Mrs. Laverty (Speech Teacher)
- G. Motion to approve the following student teacher request from Stockton

College:

- Melanie Brozosky - to work with Mrs. Lavery (Speech Teacher)
- H. Motion to approve, upon the recommendation of the Superintendent, Stephanie Teriesta as full time ELA teacher effective 10/28/14 through the last day of school June 2015 at a salary of \*\$53,265.00 (MA, Step 6, to be pro-rated). **\*Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**
- I. Motion to approve, upon the recommendation of the Superintendent, the contract for Janice Dye, Supervisor of Curriculum and Instruction effective July 1, 2014 through June 30, 2015 at a salary of \$80,000 (pro-rated to from July 15, 2014 - June 30, 2015).
- J. Motion to approve the attached list of substitutes for the 2014-15 school year.
- K. Motion to accept the resignation of Andrew Egnor as boys' basketball coach for the 2014-15 school year.
- L. Motion to approve the posting and/or advertising for a boys' basketball coach for the 2014-15 school year.

A Motion was made by Steve Wynne and seconded by Karyn White, to approve 5.B., 5.C., 5.D., 5.E., 5.F., 5.G., 5.H., 5.I., 5.J., 5.K., 5.L. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Levitt , Milhous , Syed , White , Woodhouse , Wynne .

## 6. Facilities

A. Facilities Committee Report (Mr. Barnhart)

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

~ Bond Referendum - Scope, Schematic, Design, Summer schedule and phasing-in plan.

**Discussion:** Mr. Barnhart shared the building designs, the 'red' door is the favored door color and also most cost effective. We also received a good report on the roof, we'll have a better quality roof membrane and better warranty. Roof may be completed as early as spring break.

**Discussion:** Mrs. White asked about the summer SACC program and whether construction will affect the summer child-care for families. Bob Garguilo stated that SACC will most likely start the week after the 4th of July. Parents will be given adequate notice as to when the program starts.

## 7. Finance

A. Finance Committee Report (Dr. Syed)

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

~ Bill's List, Transfers, BSR's and Treasurer's Report

- ~ Audit Presentation
- ~ Affordable Care Act
- ~ E-Rate Changes

- B. Pursuant to NJAC 6A:23-2.12(c)4, we certify that as of October 31, 2014, 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 October 31, 2104
- D. Motion to approve the Cash Reconciliation (Treasurer's) Report for October 31, 2014.
- E. Motion to approve the Bill's List in the amount of \$329,013.57.
- F. Motion to approve the attached list of Transfers for October 31, 2014.
- G. Motion to approve the 2014-2015 School Year Joint Transportation Agreement between Northfield Board of Education and Atlantic County Special Services School District in the amount of \$130,733.80 as follows:
- ELEM9 ACSSSD \$21,521.90
  - HS7 ACSSSD \$11,903.80
  - NORTH Northfield Elementary \$83,952.10
  - YALE3 Yale-Northfield \$13,356.00
- H. Motion to approve the attached list of professional development for designated employees for the 2014-15 school year.
- I. Motion to approve a Resolution Authorizing Execution and Delivery of the Grant Agreement for DOE Project #3720-057-14-1009, SDA Project #3720-057-14-G2UC, Grant #G5-5944, HVAC upgrades and replacement, door security access control upgrades, and exterior door replacement.
- J. Motion to approve a Resolution assigning Delegation of Authority to the School Business Administrator for Supervision of the School Facilities DOE Project #3720-057-14-1009, SDA Project #3720-057-14-G2UC, Grant #G5-5944 for HVAC upgrades and replacement, door security access control upgrades, and exterior door replacement.
- K. Motion to approve a Resolution Authorizing Execution and Delivery of the Grant Agreement for DOE Project #3720-056-14-1003, SDA Project #3720-056-14-G2UB, Grant #G5-5943, HVAC upgrades and replacement.
- L. Motion to approve a Resolution assigning Delegation of Authority to the School Business Administrator for Supervision of the School Facilities DOE Project #3720-056-14-1003, SDA Project #3720-056-14-G2UB,

Grant #G5-5943, HVAC upgrades and replacement.

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve 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 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Levitt , Milhous , Syed , White , Woodhouse , Wynne .

## 8. Policy

A. Policy Committee Report (Mrs. Levitt)

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

~ Policy #9130 Regulation - Administration Structure, Committees areas of responsibility(jobs).

**Discussion:** Mrs. Levitt gave to administration for input.

B. Motion to approve the 2nd and final reading of the following policies:

- Policy #5120, Assessment of Individual Needs
- Policy #3542.1, Wellness and Nutrition

**Discussion:** Mrs. White asked for a motion to suspend policy enforcement until the dress code policy was reviewed. Mr. Milhous suggested parent input. Mr. Garguilo will have administration review with a parent committee for input. The administration will then refer it back to the policy committee.

A Motion was made by Deborah Levitt and seconded by Karyn White, to approve 8.B. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Levitt , Milhous , Syed , White , Woodhouse , Wynne .

## 9. Shared Services

A. Shared Services Committee Report (Mr. Milhous)

No meeting held.

## 10. Other Business

A. Superintendent Report (Mr. Garguilo)

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

- ~ Security Signage
- ~ Traffic Flow
- ~ Strategic Plan - Now time to reconvene the team to review goals.
- ~ Opt Outs for PARCC
- ~ Reviewed procedures for children who are being dropped off prior to their appropriate time.
- ~ Reviewed policy on leggings.

B. PTO Update (Mrs. White)

- ~ Holiday Shop is the next big event
- ~ 8th Grade dance is being planned

- ~ Spirit Sales went well
- ~ PTO did a great job with hospitality at recent school events.

C. NEF Update (Mr. Milhous)

- ~ Hoops Clinics going well
- ~ Talent Show sign-ups in December
- ~ Clay station is coming back on December 10th.

**Discussion:** Mr. Wynne shared that there is a new Board Member Orientation Handbook created by Mr. Wynne and Mrs. Albright.

**Discussion:** Mr. Wynne offered that the Board of Education will suspend the superintendent search for one(1) year until September 15, 2015. At that time they will look for a possible July 1, 2016 hire date. Mr. Garguilo will remain interim superintendent through the building project.

**Discussion:** Mrs. White shared that there are complaints of a men's volleyball league playing in the gym one(1) night every week from September 9th-June 9th. Mrs. White's feeling is that gym time is a premium and the kids and community family associations should come first. The Board will review the agreement with the league for next year.

D. Motion to approve the Executive Session Meeting Minutes from October 27, 2014.

E. Motion to approve the Regular Session Meeting Minutes from October 27, 2014.

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve 10.D., 10. E. The Motion Passed by a vote of 9 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Levitt , Milhous , Syed , White , Woodhouse , Wynne .

## 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 December 15, 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 student matters, personnel, and matters covered by attorney client privilege during the aforementioned Executive Session; and BE IT FURTHER RESOLVED that the public portion of the Northfield Board of Education meeting will commence at 7:00 p.m.



A Motion was made by Zubair Syed and seconded by Angelic Delcher, 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 , Levitt , Milhous , Syed , White , Woodhouse , Wynne .

**13. Announcement**

Next Regular BOE meeting, Monday, December 15, 2014, Vocal Music Room,  
6:30 PM

**14. Adjournment**

A Motion was made by Angelic Delcher and seconded by Kevin Milhous, to adjourn the meeting at 8:30 p.m.. The Motion Passed by a vote of 9 Ayes and 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Bruno , Delcher , Levitt , Milhous , Syed , White , Woodhouse , Wynne .

Respectfully submitted,

Linda Albright  
Business Administrator/Board Secretary