

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 6:31 p.m.

Roll Call

Mr. Barnhart - Absent
Mr. Bruno - Present
Mrs. Delcher - Present
Mr. Kennedy - Present
Mrs. Levitt - Present
Mrs. Marrone - Absent
Dr. Syed - Absent
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

Mr. Morrison

Others in Attendance

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, HIB, 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 6:34 p.m.
Let the minutes reflect that the Board of Education returned to Regular Session at 6:55 p.m.*

A Motion was made by Christopher Kennedy and seconded by Angelic Delcher, to approve item 1. The Motion was passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Bruno, Delcher, Kennedy, Levitt, Woodhouse-Hughes, Wynne. Board Members Absent: Barnhart, Marrone, Syed.

A Motion was made by Deborah Levitt and seconded by Angelic Delcher, to return to open session. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Bruno, Delcher, Kennedy, Levitt, Woodhouse-Hughes, Wynne. Board Members Absent: Barnhart, Marrone, Syed.

2. Presentation

A. Recognize Quiz Bowl Students

Discussion: Mr. Bretones shared that our students competed against 40 other schools in the Quiz Bowl. Our 8th grade team came in 2nd and our 7th grade team, who also competed against 8th graders, came in 20th. Mr. Bretones congratulated the students for a job well done and distributed certificates to each of them. He also thanked Mr. Miller and Mr. Vain for a job well done. Mr. Vain shared how proud he was of the students.

B. Recognize students that Attended the SETDA Convention.

Discussion: Mr. Bretones shared that three of our students won a SETDA award in Washington D.C. This is the first time a NJ school won this national award and it was quite an accomplishment. Mr. Bretones attended the SETDA conference and said that it was such a joy to see them present, they did an outstanding job. Mr. Bretones distributed certificates to each student.

C. Audit Presentation - Mr. Eugene Taormina, CPA

The Audit Presentation is tabled until the next BOE meeting.

D. Motion to approve the 2015-2016 District Audit Report.

This Motion tabled until the next BOE meeting.

E. Presentation of NJQSAC Statement of Assurance - Mr. Pedro Bretones

Discussion: Mr. Bretones shared that every year each District is required to be reviewed by NJQSAC. Our District met 100 percent of the criteria required by the NJ DOE.

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.

~ Becky Brown, 9 Haviv Drive - She can't thank the Board enough for giving her the opportunity to attend the Washington D.C. SETDA Convention. She learned so much including how to speak to a large crowd. She also met a lot of people who she feels will be able to help her in the future. Mr. Wynne shared that the feedback from SEDTA was really good. The students were very impressive when it came to their presentation.

~ Mayor Erland Chau, 1001 Shore Road, attended meeting with Councilman Dewees. Mayor Chau asked the Board of Education to consider putting a bus shelter on the corner of Mill and Route 9, which would be on school property. Currently, the bus stop is at the next corner. The size of the shelter would be approximately 5 feet by 10 feet, and the City of Northfield would move the fence so no students would have direct access to it. Mr. Wynne read Mr. Barnhart's statement since he was unable to attend the Board meeting. Mr. Barnhart's shared that having a bus stop on school property would create conflict between the public and students. Mr. Barnhart also shared that this action would be contrary to school security. Mr. Wynne shared that this might create a traffic issue. Mayor Chau shared that the current bus stop creates a more serious traffic issue. Mrs. Delcher asked why the shelter can't be placed at the current bus stop. Mayor Chau stated that there was not enough room. Mr. Wynne asked if the City Engineer could address the traffic concerns. Mrs. Levitt asked about the opening in the fence and asked the Facilities Committee to review the bus stop request. They will also review the bus schedule.

4. Curriculum

A. Curriculum Committee Report (Mrs. Levitt)

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

- ~ NJASK Science - 8th grade test questions
- ~ Guys and Dolls - SACC
- ~ Post Crashers - not a Board sponsored activity
- ~ MAP - skills navigator
- ~ In-service - November 8th
- ~ Criteria for honor society and possibly getting rid of class rank for 2017-18

B. November Monthly Report

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

Discussion: Mrs. Vaccaro informed that three Emergency Procedures were conducted in October. October 13, 2016, Fire Drill, 10:30-10:35 a.m., October 24, 2016, Evacuation Drill, 8:43-8:46 p.m., October 31, 2016, Fire Alarm Evacuation, 11:55 a.m. -12:20 p.m

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

- School Sport Trips for the 2016-2017 school year. - destination Varies, Grades 5, 6,7 and 8th.
- 1st grade to Cape May County Park on May 17th or TBD
- 3rd grade to Atlantic County Park in Estell Manor, dates March 27, 28, and 29th (rain dates 3/30 and 3/31).

D. Motion to approve the NJQSAC Statement of Assurance Resolution.

E. Motion to approve the attached proposal for NCS Drama Club play for the 2016-2017 school year.

A Motion was made by Deborah Levitt and seconded by Mark Bruno, to approve items 4.C., 4.D., 4.E. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Bruno, Delcher, Kennedy, Levitt, Woodhouse-Hughes, Wynne. Board Members Absent: Barnhart, Marrone, Syed.

5. Personnel

A. Personnel Committee Report (Mr. Wynne)

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

- ~ Technology Coordinator
- ~ Upcoming maternity leaves
- ~ Approval for second half of the year for PTO sponsored clubs
- ~ The start date for the Middle School principal

B. Motion to approve the following students for the Student Teacher Placement Request from Stockton University for the Spring 2017 semester:

- Catherine Dell Elba - to work with Mrs. Andrea Vicente (K)
- Sean Guest - to work with Kathy O' Connor (8th grade)

- C. Motion to approve, upon the recommendation of the Superintendent, Stephanie Stanger, as long-term substitute teacher replacement, effective December 19, 2016- through the last day of school June 2017, at a per diem rate of \$145.00 for the first 60 days then based on Step 1, BA of the 2015-2016 salary guide, with benefits for the remainder of the coverage.
- D. Motion to approve, the resignation of Aleng Phommathep, Technology Coordinator, effective November 27, 2016.

Discussion: Mrs. Levitt shared with real regret the acceptance of Mr. Phommathep's resignation. He has done a phenomenal job and will be missed.

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve item 5.D. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Bruno, Delcher, Kennedy, Levitt, Woodhouse-Hughes, Wynne. Board Members Absent: Barnhart, Marrone, Syed.

- E. Motion to approve, the maternity leave of absence from Lynsey Ireland, 4th grade teacher, on or around February 10, 2017 through April 24, 2017.
- F. Motion to approve, the maternity leave of absence from Colleen Kennedy, BSI/Technology teacher, from February 3, 2017 through the remainder of the 2016-2017 school year.

A Motion was made by Steve Wynne and seconded by Angelic Delcher, to approve item 5.F. The Motion Passed by a vote of 5 Ayes, 0 Nays and 1 Abstentions. Board Members voting Ayes: Bruno, Delcher, Levitt, Woodhouse-Hughes, Wynne. Board Members Absent: Barnhart, Marrone, Syed. Board Members Abstain: Kennedy.

- G. Motion to approve, the maternity leave of absence from Lynne Smith, 6th Grade Special Education teacher, from February 27, 2017 through the remainder of the 2016-2017 school year.
- H. Motion to approve, the maternity leave of absence from Melissa Juhr, 8th Grade Math teacher, from February 10, 2017 through May 22, 2017.
- I. Motion to approve the posting/advertising of the following positions:
- Technology Coordinator
 - 4th grade Teacher (Maternity Leave)
 - BSI/Technology Teacher (Maternity Leave)
 - 6th grade Special Education Teacher (Maternity Leave)
 - 8th grade Math Teacher (Maternity Leave)
- J. Motion to approve, upon the recommendation of the Superintendent, John Wilson, as Technology Coordinator, effective December 12, 2016 through June 30, 2017 at a salary of \$80,000 prorated, with benefits. Pending criminal clearance. Mr. Wilson replaces Aleng Phommathep who resigned.

- K. Motion to approve, the posting/advertising of the PTO Sponsored Clubs for the second half of the 2016-2017 school year.
- L. Motion to approve, the attached list of substitutes for the 2016-2017 school year.

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve items 5.B., 5.C., 5.E., 5.G., 5.H., 5.I., 5.J., 5.K., 5.L. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Bruno, Delcher, Kennedy, Levitt, Woodhouse-Hughes, Wynne. Board Members Absent: Barnhart, Marrone, Syed.

6. Facilities

- A. Facilities Committee Report (Mr. Barnhart)

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

- ~ HVAC controls
- ~ Parking lot site work
- ~ Inspection & Preventative Maintenance Service Agreement of the HVAC system
- ~ NJ Transit bus shelter
- ~ Facilities Use Application

- B. Motion to approve the annual Inspection & Preventative Maintenance Service Agreement with Automation Specialties for maintenance, inspections, and emergency services of the HVAC system in the amount of \$16,800.00 (includes filters and coil cleaning).

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

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
- ~ 2016-17 School Year Joint Transportation Agreements
- ~ 2017 School Election and Budget Procedures Calendar
- ~ Audit presentation - no corrective action

- 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 November 28, 2016.
- D. Motion to approve the Bill's List in the amount of \$554,988.88
- E. Motion to approve the Board's Secretary Reports from September 30, 2016 and October 31, 2016.
- F. Motion to approve the Cash Reconciliation (Treasurer's) Report for September 30, 2016 and October 31, 2016.
- G. Motion to approve the 2016-2017 School Year Joint Transportation Agreement between Northfield Board of Education and Greater Egg Harbor Regional High School District for the YALE School, Audubon High School & Mansion Avenue School Route #YL-AUD to YALE School in Audubon in the amount of \$27,000.00.
- H. Motion to approve the 2016-2017 School Year Joint Transportation Agreement between Northfield Board of Education and Atlantic County Special Services School District for the Pilgrim Academy Route #293 to Pilgrim Academy for three student in the amount of \$2,652.00 (884.00) per student.
- I. Motion to approve the 2016-2017 School Year Joint Transportation Agreement between Northfield Board of Education and Atlantic County Special Services School District in the amount of \$131,412.50 for special education transportation as follows:
 - Route #NORTH in the amount of \$89,408.90 – Northfield Community School
 - Route #ML3 in the amount of \$6,170.20 - ACSSSD
 - Route #ML14 in the amount of \$35,833.40 - ACSSSD
- J. Motion to approve the New Jersey Department of Education 2017 School Election and Budget Procedures Calendar, and the District Budget Calendar.
- K. Motion to approve, the attached list of professional development days for designated staff.
- L. Motion to approve the additional bills list of \$1,647.75.

Discussion: Mrs. Levitt asked what this payment was for. Mrs. Albright explained it was for a vendor payment and didn't want them to have to wait until the next Board meeting.

A Motion was made by Steve Wynne and seconded by Angelic Delcher, 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 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Bruno, Delcher, Kennedy, Levitt,

Woodhouse-Hughes, Wynne. Board Members Absent: Barnhart, Marrone, Syed.

8. Policy

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

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

- ~ Review the policies 4112.6/4212.6
- ~ Policy 4112.2
- ~ Policy 3100
- ~ Student Handbook/Discipline

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

- Policy 4112.6/4212.6 Personnel Records

C. Motion to approve. the 2nd and final reading of the following policy:

- Policy 4112.2 - Certification

D. Motion to approve. the 2nd and final reading of the following policy:

- Policy 3100 - Budget Planning, Preparation and Adoption

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

9. Community Relations

A. Community Relations Report (Mrs. Delcher)

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

- ~ Northfield Mother's League and Ms. Zaretsky- 13 families were given full Thanksgiving dinners
- ~ Chido Burrito fundraiser
- ~ Boy Scouts - Christmas tree sale
- ~ City of Northfield - 12/2 - Christmas tree lighting, 7 p.m., 12/16 - Santa in the park

B. PTO Updates

Mrs. Asuncion updated the Board with PTO news and upcoming events:

- ~ Fall fundraiser netted \$12,000, funding for the clubs
- ~ Holiday Shop
- ~ Hoops wrapping up

Planning:

- ~ Winter Carnival
- ~ Father/daughter dance
- ~ 8th grade dance
- ~ Spring fling

10. Other Business

A. Superintendent Report (Mr. Bretones)

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

- ~ Thanked PTO for the second half of the club stipend
- ~ Parent-teacher conferences
- ~ Second strategic planning session took place. Next one is scheduled for 12/12/16. Mr. Bretones hopes for better attendance. The community needs to be heard. The strategic planning committee is still developing goals.
- ~ Winter choral and band concerts are upcoming in December

B. Motion to approve, HIB incident number 16-17MS1, as presented in executive session by the Superintendent on October 24, 2016.

C. Motion to approve the Regular Session Meeting Minutes from October 24, 2016.

D. Motion to approve the Executive Session Meeting Minutes from October 24, 2016.

E. Motion to approve the Special Meeting Minutes from November 7, 2016.

This Motion was tabled until the next BOE meeting.

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

This Motion was tabled until the next BOE meeting.

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

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 December 19, 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, student issues, 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 Steve Wynne and seconded by Mark Bruno, to approve item 12. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Bruno, Delcher, Kennedy, Levitt, Woodhouse-Hughes, Wynne. Board Members Absent: Barnhart, Marrone, Syed.

13. Announcement

Next Regular BOE Meeting, Monday, December 19, 2016, Vocal Room 6:30 p.m.

Next Strategic Planning Meeting, Monday, December 12, 2016, at 7:00 p.m.

14. Adjournment

A Motion was made by Deborah Levitt and seconded by Mark Bruno, to adjourn at 8:01 p.m. The Motion Passed by a vote of 6 Ayes and 0 Nays and 0 Abstentions. Board Members voting Ayes: Bruno, Delcher, Kennedy, Levitt, Woodhouse-Hughes, Wynne. Board Members Absent: Barnhart, Marrone, Syed.

Respectfully submitted,

Linda Albright
Business Administrator/Board Secretary