

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 absent
Mrs. Delcher arrived at 7:05 p.m.
Mrs. Levitt
Mr. Milhous absent
Dr. Syed
Mrs. White
Ms. Woodhouse absent
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 Zubair Syed and seconded by Deborah Levitt to approve item 1. The Motion passed by a vote of 5 Ayes and 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Levitt, Syed, White, Wynne. Board Members Absent: Bruno, Delcher, Milhous, Woodhouse.

A Motion was made by Karyn White and seconded by Zubair Syed, to return to open session. The Motion Passed by a vote of 5 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Levitt, Syed, White, Wynne. Board Members Absent: Bruno, Delcher, Milhous, Woodhouse.

2. 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.

3. 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 parent night
- ~ Textbooks/Supplementals - Reviewing Science and Social Studies
- ~ Teacher of the Year - Elementary - Mrs. Jill Thomas, Middle School - Mrs. Kim Harris
- ~ Request for School Trip

Discussion: Mrs. White thanked Mrs. Dye for doing an excellent job at taking minutes.

Discussion: Mr. Wynne gave Mr. Robbins kudos for the Samsung grant awarded to NCS. Mr. Robbins explained that the grant is valued at \$20,000 in Samsung products. We have already received a camera, laptop and 2 Galaxy tablets and the rest of the grant will be used to complete the new TV studio.

B. November Monthly Reports

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

Discussion: Mrs. Vaccaro informed that two(2) emergency procedures were conducted in November: November 11, 2014, Fire Drill, 1:30-1:40 p.m., November 12, 2014, Lockdown, 1:40-1:50 p.m.

C. Motion to approve the submission of the 2014-15 Progress Targets Action Plans per the attached.

A Motion was made by Karyn White and seconded by Deborah Levitt, to approve 3.C.. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Delcher , Levitt , Syed , White , Wynne . Board Members Absent: Bruno , Milhous , Woodhouse .

4. **Personnel**

A. Personnel Committee Report (Mr. Wynne)

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

- ~ Personnel Appointments
- ~ Basketball Appointments
- ~ Student Teacher
- ~ PARCC "prep" teachers

B. Motion to approve, upon the recommendation of the Superintendent, Kyle Clayton as the Boys' Basketball coach for the 2014-15 school year at a stipend of \$2,674.00.

C. Motion to approve, upon the recommendation of the Superintendent, Angelo DeRosa as a volunteer for the boys' basketball team for the 2014-15 school year.

D. Motion to approve the posting for PARCC "Prep" teachers for the 2014-15 school year. (Funded by NCLB 2014-15 funds and school funds).

E. Motion to approve the following student teacher placement requests from Richard Stockton College for the Spring 2015 semester:

- Andrea Schmidt - to work with Mrs. Laura Levy (1st grade)
- Meagan Simmons - to work with Mrs. Seals (2nd grade)

F. Motion to approve the following clinical practice requests from Rowan University for the Spring 2015 semester:

- Robyn Sauer - to work with Mrs. Burnett (Gym teacher)
 - Mariel Kaitlin Rodgers - to work with Mrs. Kern (Kindergarten)
- G. Motion to approve, upon the recommendation of the Superintendent, Brittany Longo as part time Basic Skills teacher for 19.5 hours per week (no benefits) at a salary of \$26,326.00 effective January 5, 2015 through the last day of school June, 2015.
- H. Motion to approve the posting and/or advertising for a part time special education aide for 19.5 hours per week (no benefits) beginning January 5, 2015 through the last day of school June, 2015. (To replace Ms. Longo who is transferring to a teaching position).
- I. Motion to approve the following student observation request from Stockton College for the Spring 2015 semester:
- Allison Bennett - to observe Mrs. Christman (Occupational Therapist)
- J. Motion to approve, upon the recommendation of the Superintendent, Sarah Barber, a part time aide, increase in hours from 10 hours per week to 26 hours per week. Ms. Barber will assume the duties of Ms. Longo, who is transferring to a teaching position, in addition to her current aide duties.
- K. Motion to approve, upon the recommendation of the Superintendent, Krystle Serago and Laura Brady as Elementary School NEF sponsored Book Club co-advisors effective 1/5/15 at a shared stipend of \$600 (replacing Mrs. Moskovitz who resigned from position).
- L. Motion to approve to post and/or advertise for a part time (22.5 hours per week) long term substitute teacher highly qualified in science for Mrs. Juhr who will be on leave from March 2, 2015 through May 8, 2015.
- M. Motion to approve the attached list of substitutes for the 2014-15 school year.
- N. Motion to approve the leave of absence request from Michelle Abramowitz (part time speech teacher) effective January 20, 2015 through March 5, 2015.
- O. Motion to approve the posting and/or advertising for a part time long term substitute replacement teacher for 2 days a week (no benefits) effective January 20, 2015 through March 5, 2015.
- P. Motion to approve, upon the recommendation of the Superintendent, Kyle Clayton as the Boys' Basketball Coach for the 2014-15 school year at a stipend of \$2,727.50. THIS MOTION REPLACES "B" ON THE ORIGINAL AGENDA.

Discussion: Mr. Barnhart asked who Mr. Clayton is. Mr. Robbins shared that he graduated from Michigan Tech, he has coached girls basketball in the past and was the freshman soccer coach last year. He has also coached at other schools.

- Q. Motion to approve the following clinical practice request from Rowan University for the Spring 2015 semester: Robyn Sauer - to work with Mrs.

Bennett(5th grade teacher), Mariel Kaitlin Rodgers - to work with Mrs. Kern (Kindergarten teacher) THIS MOTION REPLACES "F" ON THE ORIGINAL AGENDA:

- R. Motion to approve the medical leave of absence request from Kathy O'Connor effective January 19, 2015 through January 30, 2015(return date may be extended up to six weeks upon update from physician).
- S. Motion to approve the posting and/or advertising for a long-term substitute replacement teacher highly qualified in science effective January 19, 2015 through January 30, 2015(longer if necessary).

A Motion was made by Steve Wynne and seconded by Karyn White, to approve items 4.B., 4.C., 4.D., 4.E., 4.F., 4.G., 4.H., 4.I., 4.J., 4.K., 4.L., 4.M., 4.N., 4.O., 4.P. 4.Q, 4.R., 4.S. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Delcher , Levitt , Syed , White , Wynne . Board Members Absent: Bruno , Milhous , Woodhouse .

5. Facilities

- A. Facilities Committee Report (Mr. Barnhart)

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

- ~ Bond Referendum - Schematic Design Development
- ~ Telephone System and PA upgrades
- ~ Installation of Wireless scoreboard

6. 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
- ~ Temporary note funds of \$5,500,000 have been wired to our account
- ~ 2014-2015 School Year Joint Transportation Agreement
- ~ Carbonite off-site server backup and remote recovery service for CSI Smarts Finance software
- ~ DRLAP - Statewide bid for dedicated bandwidth

- B. Pursuant to NJAC 6A:23A-16.10(c)4, we certify that as of November 30, 2014, 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-16.10(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 Board Secretary's Report for November 30, 2014.

- D. Motion to approve the Cash Reconciliation(Treasurer's) Report for

November 30, 2014.

- E. Motion to approve the Bill's List in the amount of \$399,221.67.
- F. Motion to approve the attached list of Transfers for November 30, 2014.
- G. Motion to approve the proposal from NWN for a Cisco UC Telephone System and PA upgrades in the amount of \$98,961.26 from WSCA-NASPO Contract #AR233 (14-19) PA87720.
- H. Motion to approve the 2014-2015 School Year Joint Transportation Agreement between Northfield Board of Education and Mainland Regional High School District for the Saint Joseph Regional/Holy Spirit Route #HSST1 to Saint Joseph Regional School in Somers Point for nine students in the amount of \$7,833.24.
- I. Motion to approve carbonite off-site server backup and remote recovery service for CSI Smarts Finance software in the amount of \$1,890.00 for the period of January 1, 2015 through June 30, 2015.
- J. Motion to approve SSE&C as Interim Board Solicitor starting December 21, 2014 at a rate of \$145.00 per hour, per the terms of the contract.

Discussion: Mr. Wynne explained that we need to hire a solicitor, and since SSE&C was second in the last RFP cycle, we will approve them as the interim. Mr. Wynne reviewed possible timelines with the Board. An RFP package can be advertised in January, then interviews in held February, with a desired start date April 1, 2015. The personnel committee will review the proposals received for recommendation for full Board interviews.

A Motion was made by Zubair Syed and seconded by Deborah Levitt, to approve 6.J. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Delcher , Levitt , Syed , White , Wynne . Board Members Absent: Bruno , Milhous , Woodhouse .

- K. Motion to approve the quote for \$150.00 to remove and dispose of the attached list of television sets previously removed from the classrooms.

Discussion: Mrs. Delcher asked if we could give the TV sets to Yale School. Mrs. Albright shared that they did not want these particular sets.

A Motion was made by Zubair Syed and seconded by Angelic Delcher, to approve 6.K. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Delcher , Levitt , Syed , White , Wynne . Board Members Absent: Bruno , Milhous , Woodhouse .

- L. Motion to approve the attached list of professional development for staff as indicated.
- M. Motion to approve Robert Garguilo, Superintendent and Glenn Robbins, Middle School Principal to attend the FETC Conference, at a cost not to exceed \$1,500 for Mr. Garguilo and not to exceed \$2,000 for Mr. Robbins. These reimbursements include airfare, meals and hotel fees, the conference is free.

A Motion was made by Steve Wynne and seconded by Karyn White, to approve 6.M. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Delcher , Levitt , Syed , White , Wynne . Board Members Absent: Bruno , Milhous , Woodhouse .

A Motion was made by Zubair Syed and seconded by Karyn White, to approve items 6.B., 6.C., 6.D., 6.E., 6.F., 6.G., 6.H., 6.I., 6.L. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Delcher , Levitt , Syed , White , Wynne . Board Members Absent: Bruno , Milhous , Woodhouse .

7. Policy

A. Policy Committee Report (Mrs. Levitt)

There was no meeting held.

8. Shared Services

A. Shared Services Committee Report (Mr. Milhous)

There was no meeting held.

9. Other Business

A. Superintendent Report (Mr. Garguilo)

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

~ Read across America results were shared

~ Parent PARCC night - went well and will have a second night on January 12, 2015. Will also look into a possible daytime meeting.

~ Mr. Garguilo thanked everyone and wished Happy Holidays to the Administration and the Board of Education.

B. PTO Update (Mrs. White)

~ Holiday sale went well

C. NEF Update (Mr. Milhous)

~ Need a new NEF chairperson

D. Motion to approve the Regular Session Meeting Minutes from November 24, 2014.

E. Motion to approve the Executive Session Meeting Minutes from November 24, 2014.

F. Motion to approve the submission of the NJQSAC District Performance Reviews and Statement of Assurances per the attached.

Discussion: Mrs. White asked the Board Solicitor what would happen if the Board did not elect a President. He replied, if no decision is made the Executive County Superintendent would appoint one.

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve 9.D., 9.E., 9.F. The Motion Passed by a vote of 6 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Delcher , Levitt , Syed , White , Wynne . Board Members Absent: Bruno , Milhous , Woodhouse .

10. Open to the Public

No public addressed the Board at this time.

11. 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 January 5, 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 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.

Discussion: There will be no Executive Session on January 5, 2015. This item was pulled from the agenda.

12. Announcement

The Board of Education re-organization meeting, Monday, January 5, 2015, Vocal Music Room, 7:00 PM

13. Adjournment

A Motion was made by Angelic Delcher and seconded by Deborah Levitt, to adjourn the meeting at 7:50 p.m.. The Motion Passed by a vote of 6 Ayes and 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart , Delcher , Levitt , Syed , White , Wynne . Board Members Absent: Bruno , Milhous , Woodhouse .

Respectfully submitted,

Linda Albright
Business Administrator/Board Secretary