

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 6:30 p.m.

Roll Call

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

Superintendent
Mr. Bretones

Business Administrator/Board Secretary
Mrs. Albright

Solicitor
Mr. Geppert, Esq.

Others in Attendance
Mr. Morrison
Ms. Dye
Mr. Wilson

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, negotiations, student issues 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 Mark Bruno and seconded by Angelic Delcher, to approve item 1. The Motion Passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Syed, Wynne. Board Members Absent: Marrone, Woodhouse-Hughes.

A Motion was made by Deborah Levitt and seconded by Jon Barnhart, to return to open session. The Motion Passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Syed, Wynne. Board Members Absent: Marrone, Woodhouse-Hughes.

2. Presentation

A. Audit Presentation - Mr. Eugene Taormina, CPA

Discussion: Mr. Eugene Taormina, of Preziosi, Nicholson & Associates, PA, Certified Public Accountants, gave the 2015-2016 Audit Presentation. Highlights included:

- The CAFR is the responsibility of the board of education's management and present fairly, in all material respects, the financial position of the school district.
- Review of revenues, expenditures and capital projects.
- There were not material weaknesses noted on the internal controls and no instances noted on compliance and other matters.
- No findings or recommendations.

Mr. Taormina explained that in their professional opinion the District maintained a good accounting system and records management. He thanked Mr. Bretones and Mrs. Albright for their cooperation and assistance.

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

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

C. Presentation of Plaque to Mr. Steve Wynne

Presentation: Mr. Bretones presented Mr. Wynne with a plaque and thanked him for his service and direction on the Board of Education. He shared that Mr. Wynne was a true mark of good leadership and his leadership approach will continue into the future. Mr. Wynne shared that the Board gives the professionals the environment they need to do a great job. The Board has to have the oversight to make sure the school is going in the right direction but they also want to give the students and teachers the ability to do 'cool' stuff. Mr. Wynne thanked everyone.

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.

~ Steve Wynne's children, 107 Haviv Drive, Son #1 - You are our hero, dad, and he always does a good job. Son #2 - You are always helping us. Thank you dad., Daughter - Always worked hard to make the school programs great, which supported all the students. Thank you for the work you've done.

~ Erland Chau and Councilman Dewees - They are available to answer questions on the proposed bus shelter. The 10 ft X 5 ft, cement pad which the bus shelter would sit on. The bus shelter would be located outside of the school fence, in front of the tree by the athletic fields. Mayor Chau shared that the stop will be right up against the fence with no gaps. Mr. Barnhart shared his personal concern about the safety of the kids and wishes there was a different location for the shelter. Mayor Chau shared that the liability of the shelter would be the full responsibility of the City as well as, repairs and maintenance of the shelter. The existing stop on Shore Road has never had a problem. The reason they would like the shelter in front of the school, is primarily because there is a VA hospital near the stop. Mr. Bretones proposed looking at the Cedarbridge corner for the shelter so that it was not near the athletic fields. Mr. Kennedy agreed that the number one concern is the safety of the kids. Mrs. Delcher also expressed the same concerns as Mr. Barnhart and is also worried that the kids will climb on the shelter and challenges whether it should be on the school property. Mr. Wynne discussed traffic concern which is likely not a

factor and asked Chief Newman or public safety to discuss this with the facilities committee. Mayor Chau shared that the City Engineer did not think it was a traffic or safety issue either. Councilman Dewees asked if the Board could put all their comments in writing so they can discuss and address each issue. Mrs. Albright offered that she will gather all the comments and send them to the Councilman. She will also set up a special meeting for the facilities committee to meet with Mayor Chau and Councilman Dewees.

Mayor Chau congratulated Mr. Wynne and thanked him for his years of service. He respected his opinions and enjoyed working with him.

4. Curriculum

A. Curriculum Committee Report (Mrs. Levitt)

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

- ~ Enrichment/advanced criteria - January parent night
- ~ Mainland Students/PE Class
- ~ Skills Navigator

B. December Monthly Report

- Mr. Morrison
- Mrs. Vaccaro
- Mrs. Dye
- Mrs. Oleszewski
- Ms. Leatherwood

Mrs. Vaccaro informed that two Emergency Procedures were conducted in November: November 14, 2016, Fire Drill, 10:30-10:35 a.m., November 21, 2016, Lock Down Drill, 8:45-8:55 a.m.

C. Motion to approve the following School trip for the 2016-2017 school year.

- Various grade levels to walk to Heartland Hospice to sing for patients, date TBD.

A Motion was made by Deborah Levitt and seconded by Angelic Delcher, to approve item 4.C. The Motion Passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Syed, Wynne. Board Members Absent: Marrone, Woodhouse-Hughes.

5. Personnel

A. Personnel Committee Report (Mr. Wynne)

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

- ~ Maternity leave positions
- ~ ABA Trainer
- ~ Long-Term Substitute Contract
- ~ Organizational Chart - IT Coordinator
- ~ Agenda items

B. Motion to approve the attached list of volunteers/visitors for the 2016-

2017 school year.

- C. Motion to approve the following volunteer for the 2016-2017 school year. (Pending successful completion of criminal history background check):
- Andrew Egnor - Basketball Team
- D. Motion to approve the attached list of substitutes for the 2016-2017 school year.
- E. Motion to approve, the resignation of Ignazia Garofalo, Part-time One on One Aide and part-time SACC Aide, effective 12/31/16.
- F. Motion to approve, the maternity leave of absence from Hannah Ryan, Special Education Teacher, effective March 23, 2017 through the remainder of the 2016-2017 school year.
- G. Motion to approve, the maternity leave of absence from Laura Ziller, Kindergarten Teacher, effective March 20, 2017 through November 6, 2017. Dates are subject to change.
- H. Motion to approve the advertising/posting of the following positions:
- Kindergarten Teacher (Maternity Leave)
 - Special Education Elementary Teacher (Maternity Leave)
- I. 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).
- Sydney Sykes
 - Emily Mahler
 - Nick Branco
 - Patrick Cocola
- J. Motion to approve the following attached list, 2nd half PTO Sponsored Clubs.

Discussion: Mrs. Levitt thanked the PTO.

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve item 5.J. The Motion Passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Syed, Wynne. Board Members Absent: Marrone, Woodhouse-Hughes.

- K. Motion to approve, the revised organizational chart.
- L. Motion to approve, upon the recommendation of the Superintendent, Megan Hoti as long term replacement teacher effective February 10, 2017 through April 24, 2017, at a per diem rate of \$145.00* for the first 60 days then at the rate of BA, step 1 of the 2016-2017 salary guide (no benefits). ***Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.** (Mrs. Hoti will be replacing Mrs. Ireland while she is out on maternity leave).

- M. Motion to approve the posting/advertising for an AM Special Education position, effective February 10, 2017 through April 24, 2017, 17.5 hours per week. This replacement position is for Megan Hoti, who will be replacing Mrs. Ireland.
- N. Motion to approve, upon the recommendation of the Superintendent, the following staff member as Dance/Dinner Dance Chaperone for the 2016-2017 school year at a compensation rate of \$85.00* per event. ***Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.:**
- Chris Hiltner

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., 5.K., 5.L., 5.M., 5.N. The Motion Passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Syed, Wynne. Board Members Absent: Marrone, Woodhouse-Hughes.

6. Facilities

- A. Facilities Committee Report (Mr. Barnhart)

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

- ~ HVAC Controls - Patrick Gallagher and Tom K.
- ~ Parking Lot site work - Landberg Construction - Patrick Gallagher
- ~ Fence closure at Mill Road and New Road
- ~ NJ Transit bus shelter

7. Finance

- A. Finance Committee Report (Dr. Syed)

Dr. Syed reviewed items discussed at the recent meeting. Highlights included:

- ~ Bill's List, Transfers
- ~ NJ Dept of Education 2017 Budget Calendar and Dates for meeting to approve submission and public hearing
- ~ Audit report and presentation - No corrective action

- B. Motion to approve the attached list of Transfers for December 19, 2016.
- C. Motion to approve the Bill's List in the amount of \$333,210.30.
- D. 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. The Motion Passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Syed, Wynne. Board Members Absent:

Marrone, Woodhouse-Hughes.

8. Policy

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

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

- ~ Policy 1330 - Use of Facilities
- ~ Nut allergies
- ~ Organizational chart - IT Coordinator

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

- Policy 1330 - Use of School Facilities

A Motion was made by Deborah Levitt and seconded by Mark Bruno, to approve item 8.B. The Motion Passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Syed, Wynne. Board Members Absent: Marrone, Woodhouse-Hughes.

9. Community Relations

A. Community Relations Report (Mrs. Delcher)

Mrs. Delcher reviewed items for the month:

- ~ Mother's League helped 45 kids this holiday
- ~ Tree sales for scouts sold out
- ~ VFW - trying to contact post crashers

B. PTO Updates

Upcoming Events:

- ~ Dances and Winter carnival

10. Other Business

A. Superintendent Report (Mr. Bretones)

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

- ~ Thanked Kim Zaretsky for her efforts with helping needy families.
- ~ Completed Strategic Planning meetings
- ~ parent meeting - 1/30/17
- ~ Happy Holidays to everyone - take a moment to remember those less fortunate and recognize our differences.

B. Motion to approve, HIB incident number 16-17ES1, as presented in executive session by the Superintendent on November 28, 2016.

A Motion was made by Steve Wynne and seconded by Angelic Delcher, to approve item 10.B. The Motion Passed by a vote of 5 Ayes, 0 Nays and 2 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Levitt, Wynne. Board Members Absent: Marrone, Woodhouse-Hughes. Board Members Abstain: Kennedy, Syed.

- C. 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 item 10.C. The Motion Passed by a vote of 5 Ayes, 0 Nays and 2 Abstentions. Board Members voting Ayes: Barnhart, Delcher, Levitt, Syed, Wynne. Board Members Absent: Marrone, Woodhouse-Hughes. Board Members Abstain: Bruno, Kennedy.

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

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve item 10.D. The Motion Passed by a vote of 5 Ayes, 0 Nays and 2 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Levitt, Syed, Wynne. Board Members Absent: Marrone, Woodhouse-Hughes. Board Members Abstain: Delcher, Kennedy.

- E. The Special Meeting Minutes from November 21, 2016 are attached for your review.

- F. Motion to approve the Meeting Minutes from November 28, 2016.

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve item 10.F. The Motion Passed by a vote of 5 Ayes, 0 Nays and 2 Abstentions. Board Members voting Ayes: Bruno, Delcher, Kennedy, Levitt, Wynne. Board Members Absent: Marrone, Woodhouse-Hughes. Board Members Abstain: Barnhart, Syed.

- G. Motion to approve the Executive Session Meeting Minutes from November 28, 2016.

A Motion was made by Steve Wynne and seconded by Angelic Delcher, to approve item 10.G. The Motion Passed by a vote of 6 Ayes, 0 Nays and 1 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Wynne. Board Members Absent: Marrone, Woodhouse-Hughes. Board Members Abstain: Syed.

- H. Motion to approve the Special Meeting Minutes from December 12, 2016.

A Motion was made by Steve Wynne and seconded by Deborah Levitt, to approve item 10.H. The Motion Passed by a vote of 4 Ayes, 0 Nays and 3 Abstentions. Board Members voting Ayes: Barnhart, Kennedy, Levitt, Wynne. Board Members Absent: Marrone, Woodhouse-Hughes. Board Members Abstain: Bruno, Delcher, 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 anticipates holding a meeting on January 23, 2017 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, negotiations, student issues and other 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 Angelic Delcher, to approve item 12. The Motion Passed by a vote of 7 Ayes, 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Syed, Wynne. Board Members Absent: Marrone, Woodhouse-Hughes.

13. Announcement

Next BOE Meeting - Reorganization, Tuesday, January 3, 2017, Vocal Music Room at 7:00 p.m.

Anticipated BOE Meeting, Monday, January 23, 2017, Vocal Music Room at 6:30 p.m.

14. Adjournment

A Motion was made by Angelic Delcher and seconded by Deborah Levitt, to adjourn at 8:03. The Motion Passed by a vote of 7 Ayes and 0 Nays and 0 Abstentions. Board Members voting Ayes: Barnhart, Bruno, Delcher, Kennedy, Levitt, Syed, Wynne. Board Members Absent: Marrone, Woodhouse-Hughes.

Respectfully submitted,

Linda Albright
Business Administrator/Board Secretary