

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

Meeting Called to Order

The meeting was called to order by the Business Administrator/Board Secretary, Linda Albright at 6:30 pm.

Roll Call

Mr. Barnhart - Present
Mr. Bruno - Present, Arrived at 7:00 pm
Mrs. Delcher - Present
Mrs. Levitt - Present
Mr. Milhous - Present
Dr. Syed - Present
Mrs. White - Present
Ms. Woodhouse - Present, Arrived at 7:00 pm
Mr. Wynne - Present

Superintendent
Dr. Fipp

Business Administrator/Board Secretary
Linda Albright

Solicitor
Andy Brown, Esq.

Additional Administrators in Attendance:
Mr. Robbins
Mrs. Vaccaro

Silent Moment

A silent moment was observed.

Salute to Flag

A Salute to the Flag was conducted.

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 February 11, 2013 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 February 11, 2013 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 and review negotiations, student issues, bullying, 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 pm.

Let the minutes reflect that the Board of Education returned to regular session at 7:00 pm.

A Motion was made by Karyn White and seconded by Deborah Levitt to approve item 1. The Motion Passed by a vote of 7 Aye and 0 Nay. Board Members voting Aye: Barnhart, Delcher, Levitt, Milhous, Syed, White, Wynne.

A Motion was made by Steve Wynne and seconded by Deborah Levitt to return to open session. The Motion Passed by a vote of 7 Aye and 0 Nay. Board Members voting Aye: Barnhart, Delcher, Levitt, Milhous, Syed, White, Wynne.

2. Board Members

A. Administration of the Oath of Office by the Board Secretary

1. Steve Wynne - 1,189 - Three Year Term
2. Zubair Syed - 946 - Three Year Term
3. Mark Bruno - 297 - Three Year Term
4. Stephanie Woodhouse - Ms. Woodhouse's 12/16/2013 appointment and oath of office was withdrawn due to state ruling and the oath of office was re-administered to include state required language upon receipt of final approval from the Department of Education, Criminal History Review Unit.

B. Roll Call, Board Secretary.

Mr. Barnhart - Present

Mr. Bruno - Present

Mrs. Delcher - Present

Mrs. Levitt - Present

Mr. Mlhous - Present

Dr. Syed - Present

Mrs. White - Present

Ms. Woodhouse - Present

Mr. Wynne - Present

C. Resolution:

Whereas, at its December 16, 2013 meeting, the Northfield Board of Education administered the oath of office to Stephanie Woodhouse after approving a motion appointing her to fill the vacancy created by the resignation of Erland Chau; and

Whereas, Ms. Woodhouse has, as required by N.J.S.A. 18A:12-12, submitted her fingerprints for a criminal background check, and

Whereas, on December 20, 2013, the Department of Education advised the Board that no board member may be sworn in, participate, or vote as a board member unless final approval of the criminal history background check has been received;

Now therefore be it resolved, that Ms. Woodhouse's oath of office will be re-administered upon receipt of final approval from the Department of Education, Criminal History Review Unit.

This motion was withdrawn.

3. Election of Officers

A. Board Secretary calls for nomination for President.

Mrs. Albright, Board Secretary called for nomination of President. Mrs. Levitt placed the name of Mr. Wynne on nomination for consideration as Board President. Mrs. White seconded the nomination.

B. Motion to close nominations.

A Motion was made by Karyn White and seconded by Angelic Delcher to close nominations. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

C. Board Secretary calls the roll and announces President - Elect.

Mrs. Albright, Board Secretary, called for a roll call vote for Mr. Wynne for Board President. The Motion Passed by a vote of 8 Aye and 1 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Syed, White, Woodhouse, Wynne. Board Member voting Nay: Milhous.

Mr. Wynne was elected President.

D. Board Secretary calls for nomination for Vice President.

Mrs. Albright, Board Secretary, called for nominations for the office of Vice President. Mrs. Levitt placed the name of Mrs. White in nomination for consideration as Board Vice President. Mr. Wynne seconded the nomination.

E. Motion to close nominations.

A Motion was made by Steve Wynne and seconded by Deborah Levitt to close nominations. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

F. Board Secretary calls the roll and announces Vice President - Elect.

Mrs. Albright, Board Secretary, called for a roll call vote for Mrs. White for Board Vice President. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

Mrs. White was elected Vice President.

G. President Elect assumes the Chair.

President Elect, Mr. Wynne assumes the chair.

H. Code of Ethics Review (Mrs. Albright).

Attachments

Mrs. Albright explained that each Board of Education member is required to read and become familiar with the NJSBA member Code of Ethics and the Northfield Board of Education Policy #0142, Member Qualifications, Prohibited Acts, Code of Ethics, and Nepotism, and to review and discuss them annually at a regularly scheduled public meeting. The documents had been enclosed in each member's packet for review and discussion at the Board of Education meeting. Each member signed a declaration acknowledging receipt and that they have read and are familiar with the Code of Ethics, which is retained in the office of the Board Secretary.

I. Appointment of Board Committee Chairpersons and Members:

Mr. Wynne appointed the committee members as follows:

1. Curriculum - Chair - Mrs. White, Mr. Barnhart, Mrs. Delcher, Mrs. Levitt. Alternate - Mr. Milhous.
2. Facilities - Chair - Mr. Barnhart, Mr. Milhous, Mr. Bruno, Ms. Woodhouse. Alternate - Dr. Syed.
3. Finance - Chair - Dr. Syed, Mr. Bruno, Mrs. Levitt, Mr. Wynne. Alternate - Mr. Milhous.
4. Negotiations / Personnel - Chair - Mr. Wynne, Mrs. Levitt, Dr. Syed, Mrs. White. Alternate - Mr. Barnhart.
5. Policy - Chair - Mrs. Levitt, Mr. Milhous, Mrs. White, Ms. Woodhouse. Alternate - Mr. Wynne.
6. Shared Services - Chair - Mr. Milhous, Mrs. Delcher, Mr. Wynne, Open Spot - Intentional. Alternate - Ms. Woodhouse.
7. Other

Newsletter / Communications - Chair - Mrs. White, Mrs. Delcher
Technology - Chair - Mr. Barnhart

J. Motion to appoint the following:

1. Legislative Delegate to New Jersey School Board Association and Atlantic County School Board Association - Mrs. White.
2. Alternate Delegate to New Jersey School Board Association and Atlantic County School Board Association - Mr. Bruno.
3. County Representative to the Executive Committee of New Jersey School Board Association - Ms. Woodhouse.

A Motion was made by Steve Wynne and seconded by Deborah Levitt to approve item 3.J. The Motion Passed by a vote of 8 Aye and 1 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Syed, White, Woodhouse, Wynne. Board Member voting Nay: Milhous.

4. Open to the Public- (Public Comment may be limited to three minutes per person per issue)

No Public addressed the Board at this time.

5. Personnel

- A. Motion to approve, upon the recommendation of the Superintendent, Dawn Leiser as long term substitute replacement teacher effective 1/21/14 through 3/4/14 at a per diem rate of \$145.00* (no benefits) for the first 60 days then the per diem rate based on the 1st step, BA of the 2012-13 salary guide for the remainder of the position. (Ms. Leiser is covering for Mr. Law while he is on leave). Pending successful completion of the criminal history background check. Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and the Northfield Board of Education.
- B. Motion to accept the retirement notification from Joan Hess, Elementary School Secretary, effective June 30, 2014.

Discussion: Mrs. Levitt expressed her regrets, Mrs. Hess has been in this position a long time, she is a wonderful person and will be missed. Dr. Fipp added Mrs. Hess started back in September 1993 as her secretary and she has touched the hearts of many children, teachers and families through the years. Dr. Fipp wished Mrs. Hess a wonderful and enjoyable retirement, she will be missed. Mrs. Vaccaro added Mrs. Hess has been excellent, added the highlight of her day was working with the children. Mrs. Delcher added when calling the Elementary School and hear Mrs. Hess answer the phone meant whatever you need, it is going to be completely taken care of. She will be missed.

A Motion was made by Steve Wynne and seconded by Deborah Levitt to approve item 5.B. with regrets. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

- C. Motion approve the student intern request from Richard Stockton College for the Spring, 2014 semester:
- Arianna Sparano - to work with Dr. Georges (School Psychologist)

A Motion was made by Steve Wynne and seconded by Deborah Levitt to approve items 5.A. and 5.C. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

6. Facilities

- A. BE IT RESOLVED by the Northfield Board of Education to approve the submission of the Security and Communication System Upgrades - at Northfield Community Middle School (DOE Project # 3720-056-14-2000) to the New Jersey Department of Education for review and Department approval of a "school facilities project" with debt service aid state funding and Amendment of the 2005-10 Long Range Facilities Plan to be consistent with this Project. Further The Board authorizes Spiegle Architectural Group Inc., to make this submission to the Department of Education on behalf of the district.
- B. BE IT RESOLVED by the Northfield Board of Education to approve the submission of the Electrical Upgrades - at Northfield Community Middle

School (DOE Project # 3720-056-14-3000) to the New Jersey Department of Education for review and Department approval of a "school facilities project" with debt service aid state funding and Amendment of the 2005-10 Long Range Facilities Plan to be consistent with this Project. Further The Board authorizes Spiezle Architectural Group Inc., to make this submission to the Department of Education on behalf of the district.

- C. BE IT RESOLVED by the Northfield Board of Education to approve the submission of the Sensors, Flooring, and ADA Upgrades - at Northfield Community Middle School (DOE Project # 3720-056-14-4000) to the New Jersey Department of Education for review and Department approval of a "school facilities project" with debt service aid state funding and Amendment of the 2001-10 Long Range Facilities Plan to be consistent with this Project. Further The Board authorizes Spiezle Architectural Group Inc., to make this submission to the Department of Education on behalf of the district.
- D. BE IT RESOLVED by the Northfield Board of Education to approve the submission of the Roofing Replacement - at Northfield Community Middle School (DOE Project # 3720-056-14-5000) to the New Jersey Department of Education for review and Department approval of a "school facilities project" with debt service aid state funding and Amendment of the 2005-10 Long Range Facilities Plan to be consistent with this Project. Further The Board authorizes Spiezle Architectural Group Inc., to make this submission to the Department of Education on behalf of the district.
- E. BE IT RESOLVED by the Northfield Board of Education to approve the submission of the ADA, Security, Exhaust, Fire Alarm, and Misc. Upgrades - at Northfield Community Elementary School (DOE Project # 3720-057-14-2000) to the New Jersey Department of Education for review and Department approval of a "school facilities project" with debt service aid state funding and Amendment of the 2005-10 Long Range Facilities Plan to be consistent with this Project. Further The Board authorizes Spiezle Architectural Group Inc., to make this submission to the Department of Education on behalf of the district.
- F. BE IT RESOLVED by the Northfield Board of Education to approve the submission of the Roofing Replacement - at Northfield Community Elementary School (DOE Project # 3720-057-14-3000) to the New Jersey Department of Education for review and Department approval of a "school facilities project" with debt service aid state funding and Amendment of the 2005-10 Long Range Facilities Plan to be consistent with this Project. Further The Board authorizes Spiezle Architectural Group Inc., to make this submission to the Department of Education on behalf of the district.
- G. BE IT RESOLVED by the Northfield Board of Education to approve the submission of the Lighting and Site Upgrades - at Northfield Community Elementary School (DOE Project # 3720-057-14-4000) to the New Jersey Department of Education for review and Department approval of a "school facilities project" with debt service aid state funding and Amendment of the 2005-10 Long Range Facilities Plan to be consistent with this Project. Further The Board authorizes Spiezle Architectural Group Inc., to make this submission to the Department of Education on behalf of the district.
- H. BE IT RESOLVED by the Northfield Board of Education to approve the

submission of the Main Entrance Canopy - at Northfield Community Elementary School (DOE Project # 3720-057-14-5000) to the New Jersey Department of Education for review and Department approval of a "school facilities project" with debt service aid state funding and Amendment of the 2005-10 Long Range Facilities Plan to be consistent with this Project. Further The Board authorizes Spiezle Architectural Group Inc., to make this submission to the Department of Education on behalf of the district.

- I. BE IT RESOLVED by the Northfield Board of Education to approve the submission of the Sensors, Doors, Flooring, and ADA Upgrades - at Northfield Community Elementary School (DOE Project # 3720-057-14-6000) to the New Jersey Department of Education for review and Department approval of a "school facilities project" with debt service aid state funding and Amendment of the 2005-10 Long Range Facilities Plan to be consistent with this Project. Further the Board authorizes Spiezle Architectural Group Inc., to make this submission to the Department of Education on behalf of the district.

A Motion was made by Jon Barnhart and seconded by Zubair Syed to approve items 6.A., 6.B., 6.C., 6.D., 6.E., 6.F., 6.G., 6.H., and 6.I. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

7. Finance

- A. Motion to approve the attached list of bills in the amount of \$31,898.99. Attachments
- B. Motion to approve the attached list of Professional Development for district staff as indicated. Attachments

A Motion was made by Zubair Syed and seconded by Karyn White to approve items 7.A. and 7.B. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

8. Appointments and Procedures for the Upcoming School Year: July 1 – June 30

- A. Motion to approve the following:
1. All policies and administrative procedures currently in effect shall remain in effect, until amended or deleted.
 2. The District's Standard Operating Procedures and Internal Controls Manual and the District's Purchasing Manual.
 3. The District's curriculum and textbooks.
 4. The mandated procedure for maintaining pupil records according to N.J.A.C. 6:3-6.3(a)2.
 5. The Press of Atlantic City and The Current as the designated official newspapers for the Board.
- B. Motion to authorize the Business Administrator to develop an approved cash management plan.
- C. Motion to approve Ocean City Home Bank and TD Bank as designated legal depositories of monies belonging to the Board for the purposes and authorizing the signatories as per attached master signature listing. Attachments

- D. Motion to recognize the NEA as the official bargaining unit for teachers, secretaries, maintenance, custodial, and support staff as outlined in the Northfield Board of Education / Northfield Education Association Agreement, and the Northfield Principals Association as the official bargaining unit for principals as outlined in the Northfield Board of Education / Northfield Principals Association Agreement.
- E. Motion to approve the annual meeting calendar, and authorize the Business Attachments Administrator/Board Secretary to post the calendar with The Press of Atlantic City, City Clerk, and the school and the district office.

Discussion: Mrs. Levitt proposed the executive session to be scaled down to 15 minutes from the original 30 minutes. Mr. Milhous explained it is better to keep the executive session at 30 minutes and not be rushed to discuss important matters. Mrs. Albright added that once advertised it should be kept consistent.

A Motion was made by Steve Wynne and seconded by Deborah Levitt to approve items 8.E. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

A Motion was made by Steve Wynne and seconded by Deborah Levitt to approve items 8.A., 8.B., 8.C., and 8.D. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

9. Open to the Public

No Public addressed the Board at this time.

10. 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 27, 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 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 Steve Wynne and seconded by Deborah Levitt to approve items 10. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

11. Announcement

Next Regular BOE Meeting, Monday, January 27, 2014, Vocal Music Room, 6:30 PM

Discussion: Mrs. Levitt added on January 21, 2014 the Facilities meeting will be at 5:15 pm, the Finance meeting will be at 6:15 pm. and the Personnel meeting will be at 7:15 pm. Mrs. Wynne added he would like to look at the goals and the strategic plan every 3 / 4 months and have them on the Board agenda under Other Business.

12. Adjournment

A Motion was made by Angelic Delcher and seconded by Deborah Levitt to approve adjourn the meeting at 7:32 pm. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, White, Woodhouse, Wynne.

Respectfully submitted,

Linda Albright
Business Administrator/Board Secretary