

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

Meeting Called to Order

The meeting was called to order by the Board of Education President, Steve Wynne at 6:30 pm.

Roll Call

Mr. Barnhart - Present
Mr. Bruno - Present
Mrs. Delcher - Absent, Present at 6:40 pm
Mrs. Levitt - Present
Mr. Milhous - Present
Dr. Syed - Present
Mrs. White - Present
Ms. Woodhouse - Present
Mr. Wynne - Present

Superintendent

Dr. Fipp

Acting Board Secretary

Mila Melton

Solicitor

Mr. Brown

Additional Administrators in Attendance

Mrs. Vaccaro
Mr. Robbins

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 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 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 6:34 pm.

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

A Motion was made by Mark Bruno and seconded by Karyn White to approve item 1. The motion passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Levitt, Milhous, Syed, White, Woodhouse, Wynne. Board Member Absent: Delcher.

A Motion was made by Steve Wynne and seconded by Mark Bruno to return to open session. 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 J.S. to attend the Northfield Community School on a tuition free basis from 1/29/2014 pending the contract for purchase of a home in Northfield as of 4/30/2014. The placement may be subject to back tuition if the family fails to purchase the home and move to Northfield. 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 D.D. to attend the Northfield Community School on a tuition free basis from 3/3/2014 pending the contract for purchase of a home in Northfield as of 3/28/2014. The placement may be subject to back tuition if the family fails to purchase the home and move to Northfield. 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.

2. Presentation

A. Media presentation of the following items:

- Infusion of Common Core Standards in our AtlantiCare Garden Grant Program.
- "Coding" for Grade 2 Students as part of the STEM Program.

- NEF sponsored Future Engineers Club Projects.

Dr. Fipp introduced Mr. Robbins and Mrs. Vaccaro and explained that the media presentation created by them is to show a variety of school wide activities supporting the Common Core Standards and STEM program in the Middle and Elementary Schools. The Video presentation showcased the Future Engineers Club projects, the infusion of the Common Core Standards in our AtlantiCare Garden Grant Program, and a variety of PTO and NEF sponsored student activities. Dr. Fipp thanked the Principals for their dedication and hard work. Mr. Wynne added he is extremely proud that other schools come to NCS to see how we do STEM.

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

No Public addressed the Board at this time.

4. Curriculum

A. Curriculum Committee Report (Mrs. White) Attachments

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

- ~ Mrs. Vaccaro and Mr. Robbins's video presentation
- ~ Teacher Websites
- ~ MAP Testing
- ~ Book the Principal
- ~ Field Trip

B. December Monthly Reports: Attachments

- Mr. Robbins
- Mrs. Vaccaro
- Ms. Hehre
- Mr. Mease
- Mr. Phommathep

Mrs. Vaccaro informed that two Emergency Procedures were conducted in December: December 3, 2013 Lockdown 10:04-10:15 am. and December 13, 2013 Fire Drill 9:01-9:14 am.

C. Motion to accept the Atlanticare Healthy Kids \$500 Sustained Edible School Garden Award. Attachments

D. Motion to approve the NEF Local Love Week fundraiser request per the attached information. Attachments

E. Motion to approve the choir trip request to the Cape May Convention Hall for a choir festival on Tuesday, June 2, 2014.

F. Motion to approve the following third grade class trip:

- To Atlantic County Park in Estell Manor - 3/25, 3/26, 3/27/14 (classes will be divided between the three days). Paid for by a PTO grant.

G. Motion to approve the purchase of HMH Go Math National 2012 textbooks, resources and online access for 5th grade for the amount of \$8,080.80.

- H. Motion to approve the Northfield Invitational Basketball Fundraiser. The interscholastic athletic offering at the Northfield Community School are financially supported by both the Northfield Board of Education and the NCS Sports Boosters Club. The major fund raiser sponsored by the Sports Boosters Club is the annual NIT (Northfield Invitational Basketball Tournament). The tournament consists of 16 teams (8 boys and 8 girls) and will take place over a 5 day period, February 20, 21, 26, 27 and 28th with 4 games taking place each day. Profits from the NIT are used to support the sports supplies, uniforms and banquets and awards associate with the district's athletic program.

A Motion was made by Karyn White and seconded by Steve Wynne to approve items 4.C., 4.D., 4.E., 4.F., 4.G., and 4.H. 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.

5. Personnel

- A. Personnel Committee Report (Mr. Wynne)

Attachments

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

- ~ Mrs. Gibson's Retirement
- ~ LOA requests
- ~ Additional ASK Prep Teachers

- B. Motion to accept the resignation of Philip Heery as Athletic Director effective June 30, 2014.

Discussion: Dr. Fipp explained that Dr. Heery is a retired Superintendent and has done a great job as Athletic Director, but would like to enjoy his retirement. Dr. Fipp thanked Dr. Heery, added he will be missed.

A Motion was made by Steve Wynne and seconded by Angelic Delcher to approve item 5.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.

- C. Motion to approve the posting for additional ASK Prep teachers for the 2013-14 school year (paid for from FY14 Title 1A Funds).
- D. Motion to approve, upon the recommendation of the Superintendent, the following additional ASK Prep teachers for the 2013-14 school year at a stipend of \$40.00 per hour* for 14 weeks, one hour per week plus two hours prep time. *Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and the Northfield Board of Education. (Paid for from FY14 Title 1A funds).

- Kirstie Byrnes
- Laurie Roselli
- Ellen Wilson
- Mary Ann Devine
- Jordan Conover
- Dianne Bennett
- Kara Deslis
- Janel Schafer

- Denay Schallawitz
- Amy Moskovitz
- Raina Nash
- Wendy Miller

- E. Motion to approve the leave of absence request from Hannah Ryan beginning April 18, 2014 through April 13, 2015.
- F. Motion to approve the posting and/or advertising for a long term substitute replacement teacher effective April 18, 2014 through April 13, 2015 (to cover Mrs. Ryan while she is on leave).
- G. Motion to approve the leave of absence request from Nick Corley effective February 9, 2014 for a total of 2-6 weeks. Exact leave dates to be determined.
- H. Motion to approve the posting and/or advertising for a long term substitute replacement teacher effective February 9, 2014 for approximately 2-6 weeks. Exact dates to be determined. (To cover Mr. Corley while he is on leave).
- I. Motion to approve the extension of a leave of absence for Laurie Messina through February 28, 2014.
- J. Motion to approve, upon the recommendation of the Superintendent, the extension of leave of absence coverage by Melissa Greenwood through February 28, 2014 to continuing covering for Mrs. Messina while she is on leave.
- K. Motion to approve the extension of a leave of absence for Denise Dinielli through April 10, 2014.
- L. Motion to approve, upon the recommendation of the Superintendent, Christina Sotak as long term substitute aide through April 10, 2014. Ms. Sotak is covering for Ms. Dinielli while she is on leave.
- M. Motion to accept the retirement notification from Ruth Gibson effective June 30, 2014.

Discussion: Mr. Wynne expressed his regrets, added Mrs. Gibson is a fantastic teacher and will be missed. Dr. Fipp added Mrs. Gibson has been with us for 15 years, she is a team player, she is very creative and wonderful teacher as well as a wonderful human being, she will be missed.

A Motion was made by Steve Wynne and seconded by Deborah Levitt to approve item 5.M. 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.

- N. Motion to approve the posting and/or advertising for a full time teacher for the 2014-15 school year.
- O. Motion to approve, upon the recommendation of the Superintendent, Cheryl Bonsall as the NEF sponsored Garden Club Advisor for the remainder of the 2013-14 school year at a stipend of \$600.00.

- P. Motion to approve the move on the 2012-13 salary guide for Rosemary Geri from M.A., Step 16 to M.A. +15, Step 16 retroactive to January 1, 2014 at a salary of \$81,934.00*. This is the result of the completion of college courses. **Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**
- Q. Motion to approve, upon the recommendation of the Superintendent, Laurie Roselli as long term replacement teacher effective March 3, 2014 through May 30, 2014 (part time, no benefits). Ms. Roselli will be compensated at a per diem rate of \$85.00* for the first 60 days then the per diem rate based on the 1st step, BA (part time) of the 2012-13 salary guide. *Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and the Board of Education (Mrs. Roselli will be covering Mrs. Barr while she is on leave).
- R. Motion to approve the posting and/or advertising for a full time secretary effective July 1, 2014. (To replace Mrs. Hess who is retiring).
- S. Motion to approve the attached list of substitutes for the 2013-14 school year. Attachments

Discussion: Mr. Wynne proposed the attached list of substitutes to be amended to exclude Michael DeCicco, since it is against the NCS Policy to have him substitute at our school.

A Motion was made by Steve Wynne and seconded by Deborah Levitt to approve item 5.S. amended to exclude Michael DeCicco from the attached list of substitutes. 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 5.C., 5.D., 5.E., 5.F., 5.G., 5.H., 5.I., 5.J., 5.K., 5.L., 5.N., 5.O., 5.P., 5.Q., and 5.R. 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. Facilities Committee Report (Mr. Barnhart) Attachments

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

- ~ Spiezle Architectural Group Upcoming Bond Referendum and project applications
- ~ RFP's for Bond Counsel and Financial Advisors coming up in February
- ~ LSRP - Proposals, attorney letters, procedure, and testing

Discussion: Mrs. White asked when is the change of the parking drop off area for the ES will be addressed, and suggested the Northfield Policy Department be proactive in directing traffic in the morning.

7. Finance

- A. Finance Committee Report (Dr. Syed) Attachments

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

- ~ Transfers, BSR, and Treasurer's Report
- ~ Review of proposals from RFP for Board Solicitor

Discussion: Mrs. Wynne noted that the four proposals for Board Solicitor were discussed in Finance. Mrs. White asked why the RFPs for Professional Services are being reviewed at the Finance Committee meetings, and not at the Personnel Committee meetings. Mr. Wynne explained that up until recently the Personnel Committee did not exist. Mr. Wynne and Mrs. White suggested the review of the RFPs for Professional Services to be moved to Personnel. Mr. Wynne added the RFPs for Board Solicitor should be reviewed at the next Personnel Committee meeting and discussed at the next Board of Education meeting in Executive Session.

- B. Pursuant to NJAC 6A:23-2.12(c)4, we certify that as of December 31, 2013, 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 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 December 31, 2013. Attachments
- D. Motion to approve Cash Reconciliation (Treasurer's) Report for December 31, 2013. Attachments
- E. Motion to approve the attached bill's list in the amount of \$726,599.89 . Attachments
- F. Motion to approve the attached list of transfers. Attachments
- G. Motion to approve the proposal from PT Consultants Inc., Environmental Consulting and Remediation, in the amount of \$7,391.00 to complete a NJDEP required site investigation in the area where heating oil tanks removed in 1993 by the Northfield School District.
- H. Motion to approve the proposal from Truegreen Commercial for Fertilizer and Vegetation Control Lawn Services for the 2014 season in the amount of \$5,265.00.
- I. 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 Deborah Levitt to approve items 7.B., 7.C., 7.D., 7.E., 7.F., 7.G., 7.H., and 7.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.

8. Policy

- A. Policy Committee Report (Mrs. Levitt) Attachments

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

- ~ Policy changes for Policy #2130, #2131, #4116, and #4116
- ~ Dress code

B. Motion to approve the first reading for the following new policies and regulations: Attachments

- Policy #2130, Evaluation of Principal
- Regulation #2130, Evaluation of Principal
- Policy #4116, Evaluation of Teaching Staff Members
- Regulation #4116, Evaluation of Teaching Staff Members
- Policy #2131, Evaluation of Chief School Administrator
- Regulation #2131, Evaluation of Chief School Administrator

Discussion: Mrs. Levitt proposed item 8.B. to be amended to remove Regulation #2130, Regulation #4116, and Regulation #2131 from the motion. Dr. Fipp prepared a report outlining the new laws and requirement for the Evaluation of Teaching Staff Members, Principals, and Chief School Administrator including an overview of the process's history and future. Mr. Wynne added the new requirements will add significant hours to the Principals' and Superintendent's work load.

A Motion was made by Deborah Levitt and seconded by Karyn White to approve item 8.B. as amended to exclude Regulations #2130, #4116, and #2131. 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. FYI: Policy # 6142.10 - Acceptable Use for Students Technology Form Attachments

9. Shared Services

A. Shared Services Committee Report (Mr. Milhous)

There was no meeting held. Mr. Milhous added he is trying to schedule a meeting with the City of Northfield this month. Mrs. Levitt requested the security and location of the next elections to be discussed at the next Shared Services meeting.

10. Information

A. PTO Update (Mrs. White & Dr. Fipp)

- Friday Night Fling is coming up March 7. Tickets will be available to purchase soon.
- Box Tops collection contest is ongoing.
- Field Days coming along nicely. 8th Graders Volunteers to be used.

B. NEF Update (Mr. Milhous)

- Lip Sync was a fun event.
- Dave's Day coming up - March 22
- Carnival coming up - March 14. Looking for raffle item donations.

C. Sports Booster Update Attachments

- NIT coming up. Looking for volunteers.
- Looking forward to the Basketball finals.
- Contest to name the mascot is ongoing.

D. Motion to approve the Meeting Minutes from December 16, 2013. Attachments

- E. Motion to approve the Meeting Minutes from January 6, 2014. Attachments
- F. Motion to approve the Dave's Day fundraiser to be held at Northfield Community School on Saturday, March 22, 2014. Attachments
- G. Motion to approve the PTO Friday Night Fling to be held on March 7, 2014 at 7pm at the Atlantic City Country Club.

A Motion was made by Steve Wynne and seconded by Deborah Levitt to approve items 10.D., 10.E., 10F., and 10.G. The motion passed by a vote of 7 Aye and 0 Nay. Board Members voting Aye: Barnhart, Delcher, Levitt, Milhous, Syed, White, Wynne. Members voting Abstain: Bruno, Woodhouse.

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 February 24, 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 Angelic Delcher and seconded by Deborah Levitt to approve item 12. 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.

13. Announcement

Next Regular BOE Meeting, Monday, February 24, 2014, Vocal Music Room, 6:30 PM

14. Adjournment

A Motion was made by Jon Barnhart and seconded by Deborah Levitt to adjourn the meeting at 7:55 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,

Mila Melton
Acting Board Secretary