

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

Meeting Called to Order

Roll Call

Silent Moment

Salute to Flag

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, HIB investigations 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

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

3. Curriculum

A. Curriculum Committee Report (Mrs. White)

Attachments

B. April Monthly Reports

Attachments

1 Mr. Robbins

1 Mrs. Vaccaro

1 Ms. Hehre

1 Mr. Mease

1 Mr. Phommathep

- C. Motion to accept the following donations to be applied toward the 8th grade field trip:
 - 1 Jim O'Neill - \$1,000.00
 - 1 Jim Travagline - \$500.00
- D. Motion to approve the following trips for the 2013-14 school year:
 - 1 PSH through grade 4 - Purple Martin Houses (dates to be determined)
 - 1 Grade 2 - Stewart's Garden Tour (6/10 and 6/11)
 - 1 PSH - Bashful Banana & Café (6/13)
- E. Motion to approve the 2014-15 school year calendar per the attached. Attachments
- F. Motion to approve the following Special Education Summer Program 2014 trips:
 - 1 July 10, 17, 24 & 31 - Northfield Library
 - 1 July 18 - Birch Grove Park (rain date 7/25)

4. Personnel

- A. Personnel Committee Report (Mr. Wynne) Attachments
- B. Motion to approve the posting for a STAR Mentoring Advisor at a stipend of \$1,215.00 beginning June 1, 2014. This position is sponsored by the NEF/Dave's Day.
- C. Motion to approve, upon the recommendation of the Superintendent, April Martyn as Door 6 Receptionist for the 2014-15 school year at an hourly rate of \$10.00 (35 hours per week). Ms. Martyn is replacing Mrs. Garwood who is replacing Mrs. Hess.
- D. Motion to approve the posting and/or advertising for a one on one aide for the 2014-15 school year (to replace Ms. Martyn).
- E. Motion to approve the posting and/or advertising for an English Language Arts teacher effective September 1, 2014 through December 23, 2014 (to cover Mrs. Kennedy while she is on leave).
- F. Motion to approve the posting and/or advertising for the following aides for the Students with Autism program for the 2014-15 school year (no benefits):
 - 1 2 part time AM Aides
 - 1 2 part time PM Aides
- G. Motion to approve the posting and/or advertising for two part aides (one AM and one PM) for the 2014-15 school year (to replace Mrs. Gassman).
- H. Motion to approve the posting and/or advertising for a 2 hour per day nurse for the 2014-15 school year (to replace a portion of Mrs. Wolf's schedule as she is retiring).
- I. Motion to approve the posting and/or advertising for a lunchroom/playground aide (3 hours per day, 5 days a week) for the 2014-15 school year.

- J. Motion to approve the posting and/or advertising for a part time aide for the 2014-15 school year (to replace Mrs. Donato who is retiring).
- K. Motion to approve the following chaperones for the 8th grade Washington trip:
- ¹ Noel Tobiasen, Michele Malhado, Cathy O'Connor, Lynn Brenner, Janel Schafer, Rebecca Steelman, Denay Schallawitz, Samantha Curry
- L. Motion to approve the leave of absence request from Nick Corley from June 9, 2014 through the last day of school June 2014.
- M. Motion to approve, upon the recommendation of the Superintendent, Jordan Conover as teacher for the self-contained Multiple Disabilities summer program from 7/7/14 - 8/1/14 at a salary of \$40/hour for 20 hours per week or \$3,200 total. Program funded by the IDEIA Grant.
- N. Motion to approve, upon the recommendation of the Superintendent, Michelle Gano as teacher for the self-contained Multiple Disabilities summer program from 7/7/14 - 8/1/14 at a salary of \$40/hour for 20 hours per week or \$3,200 total. Program funded by IDEIA Grant.
- O. Motion to approve, upon the recommendation of the Superintendent, Patty Corvari as aide in the Multiple Disabilities summer program from 7/7/14-8/1/14 at a salary of \$12.50/hour for 20 hours per week for a total of \$1,000.00. This program is funded by IDEIA Grant.
- P. Motion to approve, upon the recommendation of the Superintendent, Beverly Bodenlos as aide in the Multiple Disabilities summer program from 7/7/14-8/1/14 at a salary of \$12.50/hour for 20 hours per week for a total of \$1,000.00. This program is funded by IDEIA Grant.
- Q. Motion to approve, upon the recommendation of the Superintendent, Nicole Notaro as aide in the Multiple Disabilities summer program from 7/7/14-8/1/14 at a salary of \$12.50/hour for 20 hours per week for a total of \$1,000.00. This program is funded by IDEIA Grant.
- R. Motion to approve, upon the recommendation of the Superintendent, Lynne Martino as a teacher for the Preschool Disabilities summer program from 7/7/14-8/1/14 at a salary of \$40/hour for 20 hours per week for a total of \$3,200.00. Ms. Martino will cover both the AM and PM sessions. This program funded by the IDEIA Grant.
- S. Motion to approve, upon the recommendation of the Superintendent, Katie Hurley as AM & PM aide for 20 hours per week at a rate of \$12.50/hour per week from 7/7/14-8/1/14 for a total of \$1,000.00. This program funded by the IDEIA Grant.
- T. Motion to approve, upon the recommendation of the Superintendent, Angela Williams as AM & PM aide for 20 hours per week at a rate of \$12.50/hour per week from 7/7/14-8/1/14 for a total of \$1,000.00. This program funded by the IDEIA Grant.
- U. Motion to approve, upon the recommendation of the Superintendent, Cindy Marx-Christman as an Occupational Therapist from 7/7/14-8/1/14 for up to 6 hours/week for 4 weeks at a cost of \$60 per hour for a total of \$1,440.00.

This program funded by the IDEIA Grant.

- V. Motion to approve, upon the recommendation of the Superintendent, Christianne Strang as special education tutor for 12 hours/week for 4 weeks from 7/7/14-8/1/14 at a salary of \$40/hour for a total of \$1,920.00. This program funded by the IDEIA Grant.
- W. Motion to approve, upon the recommendation of the Superintendent, Maria Scheffler as special education tutor for 12 hours/week for 4 weeks from 7/7/14-8/1/14 at a salary of \$40/hour for a total of \$1,920.00. This program funded by the IDEIA Grant.
- X. Motion to approve, upon the recommendation of the Superintendent, Krystle Serago as special education tutor for 12 hours/week for 4 weeks from 7/7/14-8/1/14 at a salary of \$40/hour for a total of \$1,920.00. This program funded by the IDEIA Grant.
- Y. Motion to approve, upon the recommendation of the Superintendent, Coreen Macaluso as special education tutor for 12 hours/week for 4 weeks from 7/7/14-8/1/14 at a salary of \$40/hour for a total of \$1,920.00. This program funded by the IDEIA Grant.
- Z. Motion to approve, upon the recommendation of the Superintendent, Karen Little as special education tutor for 12 hours/week for 4 weeks from 7/7/14-8/1/14 at a salary of \$40/hour for a total of \$1,920.00. This program funded by the IDEIA Grant.
- AA. Motion to approve the following additional leadership for Camp Invention:
 - ¹ Erin Vetter
- AB. Motion to approve, upon the recommendation of the Superintendent, Linda Walker as long term substitute replacement aide effective May 20, 2014 through the last day of school June 2014. (Mrs. Walker will be replacing Ms. Dinielli who is on leave).
- AC. Motion to approve, upon the recommendation of the Superintendent, the attached list of coaches and advisors for the 2014-15 school year. Attachments
- AD. Motion to approve, upon the recommendation of the Superintendent, the attached list of summer 2014 SACC staff. Attachments
- AE. Motion to approve upon the recommendation of the Superintendent, Betty Chau as Cafeteria Worker for the 2014-15 and 2015-16 school years at a hourly salary of \$14.67 per hour for 2014-15 and \$14.96 per hour for 2015-16.
- AF. Motion to approve the attached list of substitutes for the 2014-15 school year. Attachments
- AG. Motion to approve, upon the recommendation of the Superintendent, Alyssa Leatherwood as Coordinator of After School, Theater and Community Programs and Facilities at a salary of \$40,000 (to be pro-rated) effective August 1, 2014 through June 30, 2015. Ms. Leatherwood is replacing Ms. Hehre who was approved for a full time teaching position.

5. Facilities

- A. Facilities Committee Report (Mr. Barnhart). Attachments

6. Finance

- A. Finance Committee Report (Dr. Syed). Attachments
- B. Pursuant to NJAC 6A:23-2.12(c)4, we certify that as of April 30, 2014, 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 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 April 30, 2014. Attachments
- D. Motion to approve the Cash Reconciliation (Treasurer's) report for April 30, 2014. Attachments
- E. Motion to approve the attached list of Transfers for April 30, 2014. Attachments
- F. Motion to approve the Bill's List in the amount of \$102,892.93. Attachments
- G. Motion to approve a resolution that the Private School, YALE School North Campus, Inc., is not required to charge District students for any "paid or reduces meals" furnished directly or indirectly by YALE to them. This shall be effective for the school year beginning September 1, 2014 and ending June 30, 2015.
- H. Motion to approve a resolution that the Private School, YALE School East Campus, Inc., is not required to charge District students for any "paid or reduced meals" furnished directly or indirectly by YALE to them. This shall be effective for the school year beginning September 1, 2014 and ending June 30, 2015.
- I. Motion to approve the School Staffing Agreement with Preferred Home Health Care and Nursing Services, Inc. to provide nursing services to DOB 7/20/09 for the 2014-2015 school year as follows: LPN - \$45.00 per hour, RN - \$50.00 per hour, per terms of the agreement.
- J. Motion to rescind the prior approved motion to approve the Personal Aid Agreement between ACSSSD and Northfield Board of Education for the personal aid for DOB 10/27/2010, for the 2014 ESY at \$575.00 per week and the 2014-2015 school year in the amount of \$41,660.00.
- K. Motion to approve the Personal Aid Agreement between ACSSSD and Northfield Board of Education for the personal aid for DOB 10/27/2010, for the **2015** ESY at \$575.00 per week and the 2014-2015 school year in the amount of **\$41,220.00**.
- L. Motion to approve DOB 3/25/03 to attend YALE School Mullica Campus Extended School Year Autistic Program from 7/7/14 - 8/15/14 at a rate of \$9,241.
- M. Motion to approve DOB 3/25/03 personal aide for the Extended Program at YALE school Mullica Campus Autistic Program from 7/7/14 - 8/15/14 at a rate of \$5,355.
- N. Motion to approve DOB 4/28/01 to attend YALE School Northfield

Extended School Year from 7/7/14 - 8/15/14 at a rate of \$8,189.

- O. Motion to approve DOB 4/28/01 to attend YALE School Northfield Campus at an annual tuition rate of \$49,140 for the 2014-15 school year.
- P. Motion to approve DOB 11/18/05 to attend YALE School Northfield Extended School Year from 7/7/14 - 8/15/14 at a rate of \$8,189.
- Q. Motion to approve DOB 11/18/05 to attend YALE School Northfield Campus at an annual tuition rate of \$49,140 for the 2014-15 school year.
- R. Motion to approve DOB 7/20/09 to attend ACSSSD Extended School Year from 7/7/14 - 8/15/14 at a rate of \$2,100.00.
- S. Motion to approve DOB 7/20/09 to attend ACSSSD Multiply Disabled Program for the 2014-15 school year at an annual tuition rate of \$36,360.
- T. Motion to approve Preferred Nursing Services to supply nursing for DOB 7/20/09 for the Extended School Year and the 2014-15 School Year at a cost of \$50 per hour at ACSSSD as per the school staffing agreement.
- U. Motion to approve a personal aide for DOB 10/27/10 for the ACSSSD Extended School Year from 7/7/14 to 8/15/14 in the amount of \$2,100 and \$575 per week for the 2014-15 school year.
- V. Motion to approve DOB 10/27/10 to attend ACSSSD PSD Program at an annual tuition rate of \$35,640 for the 2014-15 school year.
- W. Motion to approve ACSSSD as transportation provider for the Extended School Year programs and the 2014-15 school year.
- X. Motion to establish petty cash funds and administrators as follows:
 - 1 Northfield Community School - Linda Albright - \$300.00
- Y. Motion to adopt a resolution approving the minimum chart of accounts under the mandated Generally Accepted Accounting Principals (GAAP) and that the Board will approve any necessary transfers at the minimum level set forth for the 2014/2015 budget format.
- Z. Motion to approve a maximum of \$10,000.00 in the general fund 2014-2015 budget year allotted for travel and travel related expenditures as outlined in the Budget Resolution.
- AA. Motion to approve Dr. Bushay of Generations Family Medicine, as School Physician for the 2014-2015 school year for an annual retainer of \$5,000 under the terms of the proposed agreement.
- AB. Motion to appoint Preziosi, Nicholson & Associates PA, Certified Public Accountants, as School Auditors for the 2014-2015 school year at a rate of \$13,800.00, under the terms of the proposed agreement.
- AC. Motion to approve the Peer Review Report for Preziosi, Nicholson and Associates for the 2014-2015 contract year.
- AD. Motion to appoint Brown & Brown Benefits Advisors as Insurance Broker for Health Benefits for the 2014-2015 school year under the terms of the existing agreement.
- AE. Motion to appoint Stanley Gunnison, CPCU, of C.J. Adams Co. Insurance Inc., as Risk Management Consultant for the 2014-2015 school year at a flat rate of \$3,000.00, under the terms of the Risk Management Consultant

Agreement.

- AF. Motion to appoint Spiezele Architectural Group as Architect of Record for the 2014-2015 school year under the fee structure and terms of the Architect of Record agreement.
- AG. Motion to appoint TSA Consulting Group at 403(b) & 457 Third Party Administrator for the 2014-2015 school year (September 1, 2014 through August 31, 2015) under the terms of the existing agreement.
- AH. Motion to approve the E-Rate Exchange Services Agreement in the amount of \$1,350.00 to provide e-rate services relating to the Universal service Administrative Company/School and Libraries Division E-Rate application process for the 2014-2015 school year.
- AI. Motion to approve the Automatic Fire Suppression System Inspection Agreement with Rich Fire Protection in the amount of \$1,796.00 for the 2014-2015 school year.
- AJ. Motion to approve the Commercial Security System Agreement for monitoring of burglar and fire alarm systems in the amount of \$980.00 per year to be pro-rated from 12/1/14 to 6/30/15 in the amount of \$571.69. (This is to put us on a July 1 - June 30 renewal schedule).
- AK. Motion to approve the renewal proposal from Atlantic Coast Alarm in the amount of \$2,100.00 for the 2014-2015 school year for fire alarm testing and certification.
- AL. Motion to approve the 2014 Annual Summer Preventative Maintenance Agreement with Elmer Schultz Commercial Cooking Equipment, for the kitchen equipment in the amount of \$225.50.
- AM. Motion to approve the Pest Elimination Agreement with Western Pest Services in the amount of \$1,500.00 for the 2014-2015 school year.
- AN. Motion to approve the Planned Service Agreement in the amount of \$8,800.00 with Johnson Controls for the 2014-2015 school year for HVAC preventative maintenance services.
- AO. Motion to approve the Cooperative Transportation Agreement with ACSSSD as transportation provider for the 2014-2015 school year (rates provided after routes are developed).
- AP. Motion to approve participation in the Sterling High School Inter Local Agency Shared Services Agreement (SJTP).
- AQ. Motion to approve participation in the Inter-Local Agency Shared Services Consortia Agreement with EIRC.
- AR. Motion to approve a resolution for Member Participation in a Cooperative Pricing System with the Middlesex Regional Services Commission, MRESC, and authorized the School Business Administrator to execute the agreement.
- AS. Motion to approve the attached list of professional development days for staff as indicated. Attachments
- AT. Motion to approve the resolution to establish a self-contained Multiple Disabilities Program to address the needs of Autistic and severely language delayed students at the K-4 level for the 2014-15 school year.

AU. Motion to approve the contract for ABA Training and Services for ABA Provider. The initial services would include 6 one hour observations for the 6 students who will be attending the new MD/Autistic Program and a 6 hour program to train staff. Training - \$750, Observation - \$750.

7. Policy

- A. Policy Committee Report (Mrs. Levitt) Attachments
- B. Motion to approve the 1st reading of the following revised policies: Attachments
- 1 #2224, Nondiscrimination/Affirmative Action
 - 1 #4111, Recruitment, Selection and Hiring (certified staff)
 - 1 #4111.1/4211.1, Nondiscrimination/Affirmative Action
 - 1 #4211, Recruitment, Selection and Hiring (non-certified staff)
 - 1 #5141, Health
 - 1 #5145.4, Equal Education Opportunity
 - 1 #6121, Nondiscrimination/Affirmative Action
 - 1 #6145, Extracurricular Activities
 - 1 #6147.1, Evaluation of Individual Student Performance
- C. Motion to approve the following revised job description: Attachments
- 1 Supervisor of Curriculum and Instruction
- D. Motion to approve the 2nd and final reading of the following policy and regulation: Attachments
- 1 Policy #3542, Food Service
 - 1 Regulation #3542, Food Service

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.
 - 1 The District's Standard Operating Procedures and Internal Controls Manual and The District's Purchasing Manual.
 - 1 The District's curriculum and textbooks.
 - 1 The mandated procedure for maintaining pupil records according to N.J.A.C. 6:3-6.3(a)2.
 - 1 Emergency Operations Plan, Crisis Intervention Procedures, and Emergency Management Plan.
 - 1 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 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.

D. Motion to approve the following officials:

- 1 Linda Albright as the School Board Secretary
- 1 Linda Albright, School Business Administrator, as the authorized purchasing agent, authorized to award contracts on behalf of the Northfield Board of Education that are in aggregate less than 15% of the bid threshold (currently \$5,400) without soliciting competitive quotations, and is authorized to seek quotations, when contracts in the aggregate exceed 15% of the bid threshold (currently \$5,400.00) but less than the bid threshold of \$36,000.00.
- 1 Glenn Robbins as Affirmative Action Officer (Elementary School), Maureen Vaccaro as Affirmative Action Officer (Middle School).
- 1 Glenn Robbins, Middle School Principal, 2000 New Road, Northfield, NJ 407-4000, as Title IX Coordinator.
- 1 Lisa Harvey as Drug & Alcohol Coordinator.
- 1 Janice Fipp and/or Successor as Emergency Management Coordinator.
- 1 Janice Fipp and/or Successor as School Improvement Coordinator.
- 1 Glenn Robbins as Section 504 Compliance Officer (Middle School).
- 1 Maureen Vaccaro as Section 504 Compliance Officer (Elementary School).
- 1 Karen Batschelet, Child Study Team, 2000 New Road, Northfield, NJ 407-4000 as ADA Coordinator.
- 1 Karen Batschelet as Coordinator of Child Study Team per terms and conditions of employment contract.
- 1 Linda Albright as Conscientious Employee Protection Act Officer (CEPA).
- 1 Linda Albright as Public Affirmative Action Contract Officer (PACO).
- 1 Linda Albright as Custodian of Records.
- 1 Linda Albright as The Right to Know Officer.
- 1 Linda Albright as the Safety & Health Designee.
- 1 Linda Albright as the Chemical Hygiene Officer.
- 1 Linda Albright as Treasurer of School Monies.
- 1 Rollin Mease as The Integrated Pest Management Coordinator.
- 1 Rollin Mease as The Indoor Air Quality Designee.
- 1 Karen Deuel or Mila Melton as Acting Board Secretary in the absence of the Board Secretary.
- 1 Kim Zaretsky as Homeless Liaison.

E. Motion to approve the following 403(b) and 457 Tax Shelter Annuity Providers:

- 1 Morgan Stanley, Jay Hurley
- 1 Equitable Life Insurance, Bob Marone
- 1 Lincoln Life Insurance, Vincent Blanche
- 1 Siracusa Benefits, Joe Ruffenach
- 1 Vanguard Group

F. Motion to approve the following supplemental insurance providers:

- 1 AFLAC - Edward Lynch
- 1 Phifer Financial Services - Walter Landgraf
- 1 Prudential Insurance Company - Leslie Kendus

- G. Motion to Adopt the forms and procedures required to be used for the filing of notices of tort claim against the Board of Education on accordance with the provisions of the New Jersey Tort Claim Act, N.J.S.A. 59:8-6, and as recommended by the ACCASBO JIF to which the Board is a member.
- H. Motion to approve the procurement of Goods & Services through State Agency Contracts.

9. Shared Services

- A. Shared Services Committee Report (Mr. Milhous)

10. Information

- A. Motion to approve the Executive Session Minutes for March 18, 2014, March 24, 2014, April 7, 2014 and April 30, 2014.
- B. Motion to approve the Public Hearing Meeting Minutes and the Regular Meeting Minutes for April 30, 2014. Attachments
- C. PTO Update (Mrs. White & Dr. Fipp)
- D. NEF Update (Mr. Milhous)
- E. Sports Booster Update

11. Open to the Public

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 June 23, 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 attorney interviews, personnel 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.

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 interim Superintendent search 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

13. Announcement

Next Regular BOE Meeting, Monday, June 23, 2014, Vocal Music Room, 6:30
PM

14. Adjournment